# Upper Heyford Parish Council

**Location:** UH Reading Room
**Date:** 10th September 2026
**Time:** 7:15pm – 10.15pm

## Meeting Minutes

**Present:** Chair: Paul Weaver. Councillors, Chris O'Malley, Derek Burrows, Bryony Johnson, Gareth Epps. Clerk: Sarah Burrows

**Apologies:** Councillors: Mark Hiles & George Stephenson

**Code of Conduct:** Cllr Weaver reminded Councillors of the code of conduct requirements under the Localism Act of 2011

**Consideration of Dispensations:** None

**58) Public Forum:** The Council welcomed a number of village residents to the meeting, Neil Brody who gave the Council an update on the Heat Upper Heyford project of potentially adding solar panels to both the village hall and the reading room. Setarah enthusiastically gave the Council insight into potential re-wilding opportunities in the village. Residents of The Green discussed the parking issues outside the Reading Room.

**59) Approved Meeting Minutes:** Council approved the minutes of the Parish Council Meeting held on the 9th July 2026.

**60) Finance:**

a) Purchase invoices approved by the Council

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Green Scythe Ltd | 18839 | | Jul 31, 2026 | Aug 31, 2026 | | | 762.47 | | |
| Drain Technology (UK) Ltd | INV8544 | | Jul 22, 2026 | Aug 30, 2026 | | | 1,020.00 | | |
| screwfix | A27575891598 | Aug 24, 2026 | Aug 24, 2026 | + Add date | 0.00 | 59.98 | | | Make payment |
| Synergy | 1790 | Aug 24, 2026 | Sep 30, 2026 | + Add date | 0.00 | 230.00 | | | Make payment |
| ComputerPro Ltd | CPro0182 | Aug 13, 2026 | Aug 27, 2026 | + Add date | 0.00 | 42.00 | | | Make payment |
| Miss Kim Laing | 50 | Sep 6, 2026 | Oct 30, 2026 | + Add date | 0.00 | 17.00 | | | Make payment |

b) Financial transactions report reviewed by the Council

c) The spend against budget was reviewed and monitored by the Council

d) The bank reconciliation report was reviewed by the Council

e) An agreement to move £12k from the HSBC Current account into the Unity Deposit Account

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**61) Planning:** The Council reviewed the latest planning applications and have no objections to Mr Garners application

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| 07-Sep | 26/02239/TCA | Mr Nick Garner Gable Cottage, 11 High Street, Upper Heyford OX25 5LE | T1 Holly - tree has two main trunks, one of which is to be cut back to a single trunk. Tree to be pollarded at a height of 3 metres. The regrowth at 3 metres to be shaped and maintained. T2 Holly - Tree to be pollarded at a height of 3 metres. The regrowth at 3 metres to be shaped and maintained. |

**a)** SRFI examination commences with a preliminary meeting on the 29th September 2026 at the Bicester Hotel Golf & Spa, Cllr Burrows have agreed to attend.

**b)** Heyford & J10 development forum, Teams meeting on the 16th September, Cllr Burrows and Cllr O'Malley have agreed to attend.

**62) Clerks Report:**

a) The Clerk has received a complaint from a member of the community regarding the state of the Barley Mow and the area around it, in particular the cigarette buts around the front of the pub. The Clerk has spoken with the team at the Barley Mow and explained its concerns, the pub staff have agreed to clear up the site and to provide a cigarette bin on the wall to help prevent future issues.

b) Speedwatch update: the volunteers have all completed their training, the sites have been approved online by Thames Valley Police. The team is now waiting for TVP to provide the equipment so that we can start, this is expected in October.

c) The Council discussed the alignment between itself and the Amenities Committee and wish to work more closely together. The Council have agreed to include a regular agenda item for the Amenities Committee to give them an update.

d) The Clerk has completed her due diligence on the annual insurance renewal proposal, and the Council has approved the £1,875.52 cost of renewal

e) The Council approved the latest PC submission for the Valley News

f) A grave marker in the cemetery was damaged by a contractor, the Clerk arranged for this to be replaced. Co-Operative Funeral Services in Banbury made up a replacement and very kindly let the PC have it free of charge.

g) The Clerk presented the PC with a number of options for an Upper Heyford Parish Council logo, the Councillors gave feedback and the Clerk now has a clear understanding of a way forward to present at the next PC meeting

h) The Council approved the go ahead for the village Firework Night on the 7th November

i) The Clerk has organised the Oxford Silver Band and the wreath in readiness of Remembrance Day on the 8th November 2026

**63) Biodiversity:** The Council have received a mix of both positive and negative comments from members of the community regarding re-wilding parts of the village. The main concern is that it will look scruffy. The Council has taken some advice on what plants would be best suited to both rewilding and encouraging wildlife while being aesthetically pleasing.

The Council have decided to wait until the results of the CLP Survey are in and analyse the feedback and any volunteers that have come forward to support the project. Then it will put a working team together to identify projects and budget requirements.

**64) Deferred:**

**a) Village Playground Repairs** Cllr Mark Hiles will review the results of the recent playground inspection and discuss required works with the supplier and present a budget to the PC at the next meeting. Top avoid continued damage to the wooden legs of the equipment, research raising these and adding metal struts to the bottom to future proof the safety.

**b) Parking at The Green** residents of The Green joined the meeting to discuss the issues, following the discussion a parking layout and sign has been agreed subject to reviewing the original planning agreement from CDC and ensuring that this does not conflict with any requirements.

**c) Remembrance Day Purchases** £1000 was set aside in the 2026/7 budget to purchase re-usable items to remember those fallen. The Council reviewed the suggestions from the Clerk and have agreed to purchases up to the value of £981.98.

**65) S106 Update**: From OCC

OCC ordered the timber type gate treatments at the beginning of June and ODS took delivery of the products in July 2026. ODS then approached OCC Network Management Team to book the

road space for the gate installations. Following review, Network Management refused their application for road space on the grounds that there are already road closures in place until end December 2026 due to the major housing development. This resulted in ODS engaging further with Network Management including a site meeting last Wednesday (2nd Sept.) to discuss our 3 no. specific locations and the minimal traffic management we could adopt to safely install.

They eventually reached agreement that they could install Somerton Road during a day but it was specifically requested Camp Road and Station Road be done at night time due to their proximity to the road closure and to minimise any disruption.

Installations are likely to be during October 2026 (tbc) to allow the revised road space application to be submitted and approved. ODC will issue confirmation once received. Works are likely to be under a short priority system (i.e. 'give and take' not signals) from 8pm and each pair of gates expected to take 2 hours to install. All excavations are in grass verges so will be completed by hand, not machinery, thus keeping any noise to a minimum.

ODC have also now received drawings that have been prepared for the narrowings and humps at these locations / entrances to the village which they will share with the PC shortly. If they are acceptable, and subject to our comments, they can progress to formal consultation.

**66) Upper Heyford Community Led Plan:**

A hard copy of the CLP survey has been distributed to each household in the Parish, additional copies are available in the Reading Room and the Village Hall, notices have been posted on the village noticeboards and the online version has been circulated via email, Facebook and WhatsApp.

Discussions around identifying vulnerable/isolated people within the community led to a Council decision to create a Village Emergency Plan.

**67) Parish Council Events:** Following the success of Upper Heyfest, the Council has agreed to running this event again next year on the 28th August 2027, along with the May Day Fun Day on the 2nd May 2027. The Council will also look to combine a village friendship evening with the CLP update in early 2027.

**68) Review Outstanding Action Items**

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## Action Items

| Action items | Owner(s) | Deadline | Status |
|---|---|---|---|
| Nipperkin Cottage | Bryony Johnson | Ongoing | Contact a solicitor to obtain a statutory declaration to enable the PC to register the site with the Land Registry. Finding a solicitor willing to take on the work has been challenging, we have a new contact to follow up with. Sarah to send Bryony the legal contact she has been discussing this with for follow up, a letter to Nipperkin Cottage is to be sent to confirm that this is still a work in progress and that the PC still believe the land belongs to them. 9 July Cllr Johnson has followed up with a solicitor asking if they will take on this case. No response from the solicitor, Bryony will chase. |
| Reading Room | Bryony Johnson | ASAP | Damage to the roof, missing tiles. Bryony to manage the contractor for repairs. Bryony to continue to chase the contractor for an update |
| VH Electrical Work | Sarah Burrows | September 2026 | Replace the showers in the Pavilion. Richard Murrey is scheduled to complete the work in September 2026. Chasing Richard for an exact start date for the works. |
| Village Hall parking Extension | Sarah Burrows | Ongoing | Source quotes for a supplier of ground reinforcement paver |
| Spring Water | Chris O'Malley | Ongoing | Initial work completed to empty and clear lines from the spring water tank to all 3 outlets, the water flow is still very slow although it is clearer, a second visit is scheduled for 22nd July 2026 to empty and clean the pipes. The silt is still preventing the water flow and more work is needed to clear this, however, due to the local impact of PFAS in the ground water system the Council have agreed to pause this work until more |

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| | | | information is received from the local Council and the Environment Agency |
| Biodiversity | Sarah Burrows | 10th September 2026 | Share the proposed rewilding sites with the community and obtain feedback, create signage informing people of the biodiversity areas. Feedback has been received. The Council has decided to pause this until we received the results of the CLP survey and a working group is put in place. |
| Heat Upper Heyford | Sarah Burrows | Ongoing | Liaise with the HUH team on decarbonising the heating of the VH and RR with solar power generation and storage. A feasibility study has been completed and it is a viable option for both buildings. The team will come back to the PC with a costings proposal, quotes and visual designs. |
| Village Emergency Plan | Sarah Burrows | Ongoing | Create and publish a Village Emergency Plan. First draft has been completed, awaiting responses from the CLP survey to identify individuals to be volunteers |
| Playground Repairs | Mark Hiles | 8th October | Liaise with the playground maintenance company to identify costs of repairs to support the items identified in the playground inspection, look into adding metal struts at the bottom of the wooden supports to protect the equipment against damage from strimmers. |
| Parking at The Greem | Bryony Johnson | ASAP | Obtain copies of the planning requirements for the Reading Room and see if there are any conditions around parking. This will enable the Council to approve the layout and signage to be put in place. |

**Dates of Next Meeting:** 8th October, 12th November, 14th January 2027, 11th February 2027, 11th March 2027, 8th April 2027, 13th May 2027 (Annual Meeting of the Council), 10th June 2027, 8th July 2027, 9th September 2027, 14th October 2027, 11th November 2027

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All held in the Upper Heyford Reading Room at 7.15pm

**Signed**

**Paul Weaver, Chair**

**Sarah Burrows, Parish Clerk**