

Annual Parish Meeting Minutes

Present: Councillors, Chris O'Malley, Derek Burrows, Bryony Johnson, George Stephenson, Gareth Epps. Clerk: Sarah Burrows

Apologies: Chair: Paul Weaver Councillors: Mark Hiles

12) Parish Council Update – Chairs Report

Once again, 2025 has seen a stable presence in council, with no changes to the team – Paul, Derek, Bryony, Chris, Mark and George are all committed to continue the work on council. Sarah has been in the clerk role for about a year now and has made great progress in getting the Parish Council work publicised, and increasing engagement with you all.

We faced some tough decisions this year when setting the precept for 2026/27 year, which hopefully you will have noticed on receipt of your council tax bills from CDC.

I thought it useful to give some brief detail behind the large increase in the village precept. As a parish we became considerably smaller at the time of the parish split from Heyford Park. This meant that our income from the precept dropped dramatically. In order to alleviate immediate increases we were gradually increasing the amounts each year so we could keep the parish finances healthy, in the face of rising costs, however this also meant that we were eating into the reserves. At the time of the clerk role being fulfilled by Sarah, we were advised to undertake a salary review so that we were in line with government guidelines, which we found we were not. Part of the large increase is due to this, and the reduced revenues coming from the Reading Room since Covid. These are 2 of our sources of income (the Village Hall does not feed into Parish council funds). We are working hard to improve the Reading Room take up, so thanks to Wanda, and the rest of the team for getting this more utilized.

The Village Hall team have also made great strides in getting the hall used more often, with both corporate and local community hires increasing month on month. Special thanks to the team of Graham, Jo, Marie, Mary and everyone else who helps with the village hall.

MCNP

The Mid Cherwell Neighbourhood Plan's latest consultation has recently closed. We now await the review of the consultation responses from CDC on whether this can proceed to the next stage of examination. More news to follow. On a wider scope, the MCNP has decided to engage with professional consultants to help build responses to the Oxford Strategic Rail

Freight Interchange (OxSRFI) proposal, that have now been lodged with government. We will find out in due course whether this proposal will move forward to be accepted for review. We have contributed emergency funding in order to help the MCNP represent all the neighbourhood plan communities as a single voice.

Heyford Park New Town

As you will all have heard, the new town proposals for HP have been removed from Central Governments thinking for now, but it is still mentioned to be a site that could take increased housing numbers. To that end, the Dorchester Group application for (up to) 9,000 houses is still in the works, and will require more work from us in the coming year(s) in order to minimize the impact on our village. Some of the recent news has been around the presence of forever chemicals (PFAS) in the surrounding waterworks, thought to be from fire fighting foams used during the US Air Force presence on the base. Charlie has been looking at this and can provide further information, but in the meantime, please sign the petition being run in order to get this subject noticed and raised with government. It should be noted that Dorchester Group have been approached by the local Community action group on HP and have not responded.

SSEN Resilience Project

We are getting closer to the champagne corks popping! Just a couple of weeks ago the teams were in the village, energizing the underground cable works from the VH down to the School Lane substation. Contractors believe that the works will be fully completed between Upper and Lower Heyford by the end of May. Thank you to Chris for keeping this moving.

Trees and Hedgerows

Once again we have been fortunate to get donations of hedgerow whips from CDC to bolster our hedgerows. A further 300m of hedgerow was planted in January/February, along Portway and Lower Heyford Road. This will help screen the ongoing development of HP from our views. It is hoped that further tree planting can take place to increase this screening in the future. Thank you to Jo Allen for organising the whips and working parties to get this completed.

Somerton Road Notice Board

Our 'official' Parish Noticeboard has recently been refurbished. Situated outside Shop House on Somerton Road, this is the only official notice board in the village where the PC have to post agendas, minutes and other notices as part of the regulatory compliance. Thanks to David Williamson and Derek for getting this ship shape for the next years to come.

We should also thank David and Derek for helping to re-erect the flag pole outside the village hall. The initial fixings had worked loose over time so the pole had to be removed, but now it is standing tall once again.

Parish Council Website

www.upperheyfordpc.org.uk Launched earlier this year this is your go to source for the latest PC information, subscribe to the PC News to receive helpful and informative local information. The website includes a guide to OCC & CDC services and links. See all of the PC meeting minutes and upcoming agendas, PC events and initiatives and much more.

Spring Clean

The yearly litter pick, organised by Sarah was completed in April again this year. It has been noted that this year, although a larger number of volunteers turned out, there was noticeably less litter to be collected!

Thank you Sarah for organising this yearly event and all the volunteers that turn out to look after our village.

Fireworks Night

Another fantastic evening on the playing field. Thank you to Duncan Hedley and his team for organising this fun evening for all the family. Chris Scarrott, Jo Allen and Graham Wilson constructed a fantastic bonfire and made sure that the area remained safe long into the wee small hours! Also thanks to the team of volunteers that were stationed in the 'Soup Kitchen' in the village hall.

Football Focus

Our football pitch was well utilised last year, and we gained some much needed revenue from this. The year ahead already has some bookings being secured with local teams. The PC are applying for grant funding to improve parking facilities so that the field does not get churn's grant funding has not been successful to date, but we continue to look for sources of income that could help improve the car parking facilities at the hall. Thanks to Mark Hiles for managing the football teams and bookings for the field!

OCC Traffic Calming

Our village meeting earlier in the year gave some great feedback on the actions that we could take in order to alleviate the traffic in and around the village. To date, we have had one scheme

(the planters to be placed on the pavement outside the Barley Mow) rejected by OCC on safety reasons. The other proposals of village signs, gates and outbuilds/chicanes are still awaiting a visit from OCC Highways to survey final positions, and budgets. We are constantly chasing to get this work completed as soon as possible.

Finance Summary

This summary of the annual finances for the parish council for the last year demonstrates the deficit that the parish has been working under. To continue to provide the services we have, as mentioned earlier, increased the precept. A complete picture will be available once we have completed the full audit process. With the introduction of the Community Plan that you will hear about later, we can ensure that future expenditure is completely inline with the villagers wants and needs.

Upper Heyford Parish Council

🏠 **Location:** UH Village Hall
 📅 **Date:** 22nd April 2026
 ⌚ **Time:** 7:00pm – 8.00pm

Income & Expenditure

Upper Heyford Parish Council
 For the year ended 31 March 2026

Account	2026	2025
Income		
Burial Fees	350	385
Football Pitch Rental	868	0
Events	160	0
Interest Income	1,418	1786
Hire Fees	3,252	3649
Precept	12,492	11674
Village Hall Expenses re-char	1,849	0
Grant Income	0	23000
Donation	650	0
Total Income	21,039	40494

Expenditure		
Football Pitch Expenses	1,123	0
Reading Room Expenses	4,276	3097
Village Hall Expenses	796	0
Heat Upper Heyford	0	10619
Events	0	185
Election fees	0	37
Advertising & Marketing	169	0
Audit & Accountancy fees	1,301	2473
Bank Fees	74	71
Community Event Cost	48	0
Employers National Insurance	50	0
General Expenses	572	0
Ground Maintenance	9,879	13591
Insurance	1,823	1769
IT Software and Consumable	71	0
MCNP	(435)	1095
Playground	1,402	168
Postage, Freight & Courier	1	0
Professional Fees	1,276	0
Rates	320	0
Salaries	7,576	750
Staff Training	300	0
Subscriptions	406	307
Total Expenditure	31,026	34162

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Statement of assets and liabilities

Upper Heyford Parish Council

As at 31 March 2026

Account	31-Mar-26	31-Mar-25
Fixed Assets		
Tangible Assets		
Asset	163,795	2576
Computer Equipment	344	0
Total Tangible Assets	164,139	2576
Total Fixed Assets	164,139	2576
Current Assets		
Cash at bank and in hand		
Upper Heyford Parish Council	589	27815
Upper Heyford Parish Council Deposit Account	62,707	67813
Post Office	0	20
Upper Heyford PC Current Account	13,966	0
Total Cash at bank and in hand	77,262	95648
Accounts Receivable	259	6380
Total Current Assets	77,521	102028
Creditors		
Accounts Payable	955	3800
Total Creditors	955	3800
Net Current Assets (Liabilities)	240,705	100,804

13) Amenities Management Committee

Graham Wilson

14) The Community Fund

Simon Van Zwanenberg

15) Healthy Heyford

Jo Allen

16) Church Fundraising

Marie Thornton

17) St Mary's Church

Ian Lough-Scott

18) Allotments Committee

Nick Garner

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19) Heat Upper Heyford

Charlie Henry

20) Draughtbusters

Charlie Henry

21) PFAS Contamination

Charlie Henry

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk