

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 5th March 2026
 **Time:** 7:15pm

To Members of the Upper Heyford Parish Council

You are summoned to attend the next meeting of Upper Heyford Parish Council to be held on the 5th March 2026 at 7.15pm at The Upper Heyford Reading Room

Sarah Burrows

Clerk to Upper Heyford Parish Council
25th February 2026

Meeting Agenda

Code of Conduct:

Consideration of Dispensations:

78. Public Forum – limited to 15 minutes

79. Approve Meeting Minutes from February 2026

80. Finance:

- a. Submit purchase invoices for Council approval
- b. Review Transactions Report
- c. Review spend against budget
- d. Review Bank Reconciliation report

81. Planning: Review planning applications

82. Clerks Report:

83. Biodiversity:

- a. Review any biodiversity proposals

84. Deferred:

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 5th March 2026
 **Time:** 7:15pm

- a. Follow up from Extraordinary Meeting held on 26th February 2026 between the Amenities Committee and the Parish Council.

85. S106 Update

86. Community Led Plan

87. Parish Council Events

- a. Hits of the Decades (27th February 2026)
- b. May Day Fun Day (3rd May 2026)
- c. Beer & Music Festival (25th July 2026)

88. Review Outstanding Action Items

Action Items

Action items	Owner(s)	Deadline	Status
Nipperkin Cottage	Sarah Burrows / 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. Sarah sent the contact on the 22.02.2026
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
Replace Oak Tree Commemorating the Jubilee	Sarah Burrows	Spring 2026	22.02.2026 Nick Garner has planted a new oak tree, he is refurbishing the plaque before re-instating.

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

Upper Heyford Parish Council



Location: UH Reading Room



Date: 5th March 2026



Time: 7:15pm

SSEN	Chris O'Malley	Ongoing	Follow up with SSEN on status of repair work and drive to completion. The contact at SSEN has become unresponsive. Chris Coe has requested that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up. This is moving forward slowly
Vermin on the Playing Fields	Derek Burrows, ASAP Mark Hiles & George Stephenson		Progress is being made, a status review and update will be provided at the next meeting.
Road Fault Monitoring	Sarah Burrows	Ongoing	Ask the community for a volunteer. Janet Lince & Helen Fennell have both volunteered and are going to do this between them Contact forwarded onto OCC 19.02.2026.
Dog Bins	Sarah Burrows	5 Mar 2026	Find out the frequency of emptying and increase. Research an alternative supplier to reduce costs. Emailed CDC 22.02.2026 submission reference is 1159471. Response on the 26.02.2026 Bins emptied once per week – OCC say that they have had staffing issues but this has been resolved so we should see an improvement. Asked if we could have larger bins due to increased traffic following the continued expansion of Heyford Park
Playground Bin	Sarah Burrows	5 Mar 2026	Research the cost of increasing the size of the rubbish bin by the playground on the Somerton Road
No Dogs Signs	Sarah Burrows & Derek Burrows	12 Feb 2026	Create and hang clear 'no dogs allowed' signs to the entrance of the churchyard & graveyard. The church want a sign saying 'dogs on leads' as they have no issue with dogs being there. SallyAnne getting confirmation from PCC.
Maintenance of Cemetery	Derek Burrows	12 Feb 2026	Ask Keith Probbits to rotavate and re-seed the new area allocated to the cemetery. £200 cost approved.

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 5th March 2026
 **Time:** 7:15pm

Dispenser
Equipment for the
RR

Sarah Burrows 5 March
2026

Toilet roll, blue roll & liquid soap dispensers purchased for the Reading Room. The VH team are to confirm that they want the same for there. Next step to hang them.

VH Flagpole

Sarah Burrows 5 March
2026

Purchase a new rope, cleats and clips. Purchased and delivered. Next step to repair the flagpole and re-hang the flag.

Flower troughs for
outside the Barley
Mow Pub

Sarah Burrows 5 March
2026

It was agreed that these should be purchased to prevent cars from parking on the corner of Mill Lane & Somerton Road. A submission was made to OCC on the 22.02.2026 requesting permission and guidance on positioning.

VH Electrical Work Sarah Burrows 5 March
2026

A quote has been obtained by Graham Wilson for electrical work to the VH and pavilion. A minimum of a further 2 quotes is required in order to progress. Sarah Burrows contacted 3 other suppliers on the 23rd & 25th February 2026 to ask if they would like to quote for the work.

UHPC CALENDAR 2026

APRIL

3	Children's Easter Tea & Easter Egg Hunt
9	PC Meeting RR
22	Annual Parish Meeting & Community Led Plan Launch Event VH
23	St Georges Day

MAY

3	May Day Fun Day
14	Annual Meeting of the Council & PC Meeting RR

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

Upper Heyford Parish Council



Location: UH Reading Room



Date: 5th March 2026



Time: 7:15pm

JUNE	
11	PC Meeting RR
24	Community Led Plan Update VH
JULY	
9	PC Meeting RR
25	Beer & Music Festival
AUGUST	
13	PC Meeting RR (TBD if needed)
SEPTEMBER	
10	PC Meeting RR
TBC	Flower & Produce Show
OCTOBER	
8	PC Meeting RR
16	Stages Theatre Group Event TBD
31	Children's Halloween Party RR
NOVEMBER	
7 (TBC)	Bonfire Night
8	Remembrance Day & Refreshments
12	PC Meeting RR
DECEMBER	
10	PC Meeting RR (TBD if needed)
TBC	Pantomime

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

Upper Heyford Parish Council



Location: UH Reading Room



Date: 5th March 2026



Time: 7:15pm

TBC

Christmas Fayre

TBC

Carols

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk