

Meeting Minutes

Present: Chair: Paul Weaver. Councillors: Derek Burrows, Chris O’Malley. Clerk: Sarah Burrows

Apologies: Councillors: Gareth Epps, Bryony Johnson, 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

78) Public Forum: none

79) Approved Meeting Minutes: Council approved the minutes of the PC Meeting held on the 12th February 2026 and the Extraordinary Meeting on the 26th February 2026.

80) Finance:

a) Purchase invoices approved by the Council

Upper Heyford Village Hall	2026/1	Mar 05, 2026	Apr 04, 2026	+ Add date	0.00	120.00
National Association of Local Councils	01526	Mar 05, 2026	Apr 04, 2026	+ Add date	0.00	42.00
Oxfordshire Association of Local Councils	6188	Feb 26, 2026	Mar 28, 2026	+ Add date	0.00	228.00

a) Financial transactions report reviewed by the Council

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

c) The Bank Reconciliation for the last period was reviewed by the Council

81) Planning: Reviewed the planning application report and noted that the parish is not always included as a consultee which does not give us time to formulate an appropriate response. This has been followed up with CDC copying Grace Conway-Murray, CDC Councillor.

04-Feb	25/03343/OUT	OS Parcel 0043 Land South and West of Camp Road Heyford Park	Outlinbe planning application for up to 475 dwellings	Object	
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82) Clerks Report:

- a) It was agreed in the last PC meeting to purchase a new noticeboard for Shop House, however David Williamson has agreed to refurbish the existing one and work has started – although it needs to be properly dried out first.
- b) The Annual Spring Clean is scheduled for the 12th April and being organised by Melinda – all to meet at the Reading Room at 10.30am.
- c) Unfortunately we still have only 2 volunteers for speedwatch and this cannot be made operational with such a low number.
- d) The Rural Living campaign by OCC had 45 surveys completed from our area and the focus group went ahead with 17 attendees – all deemed a great success by the organisers Community First Oxfordshire. A big thank you to all who took part.
- e) The Clerk reminded the Council that the next Dorchester Community Liaison Meeting is taking place on the 17th March 2026
- f) Proposals put forward to the Council for a new, larger waste bin for the playground on the Village Playing Fields..

83) Biodiversity:

- a) The Council have asked for parishioners to come forward with suggestions on how we can improve this in our village. Communication will be made in the Parish Council News, on the website and in the Valley News.

84) Deferred:

An Extraordinary Meeting took place on the 26th February between the PC and the AMC to discuss how we better link the teams moving forward. The full meeting minutes are available to view on the PC website. The current AMC will be split into 3 working teams:

- a) The Amenities Management Committee – responsible for managing the day to day operations of both the Reading Room and the Village Hall. This is a sub-committee of the Parish Council and 2 members of the PC will form a tag team to act as an interface between the PC and this committee. Cllr Burrows & Cllr O'Malley have volunteered to take on this role.

- b) The Social Committee – responsible for organising events within the village. A member of the PC will join this Committee to maintain clear communication between it and the council.
- c) Community Funds – this is not connected to the Parish Council, the funds do not fall within the Parish Council jurisdiction. There are funds available for parishioners to apply for support of any event or project that is deemed to be of benefit to the community. An application form and guidance will be added to the Village website upperheyford.com.

In addition, as the Village Hall is a registered charity, the trustees of the Village Hall are responsible for ensuring that the finances are recorded and filed with the Charities Commission in accordance with the rules. The trustees are Simon Van Zwanenberg, Paul Weaver and Graham Wilson.

85) S106 Update: OCC have accepted the submissions made by the Parish Council on behalf of the community. It is planned that, as a first step, the village gates will be installed by the end of March.

86) Upper Heyford Community Led Plan The plan is being finalised in readiness for the launch event on the 22nd April 2026. An application for funding support has been submitted to OCC.

87) Review Outstanding Action Items

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

All held in the Upper Heyford Reading Room at 7.15pm

Action Items

Action items	Owner(s)	Deadline	Status
Nipperkin Cottage	Sarah Burrows	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

Upper Heyford Parish Council

🏠 **Location:** UH Reading Room
 📅 **Date:** 5th March 2026
 🕒 **Time:** 7:15pm – 9.05pm

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.

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

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. SSEN have promised an update by the end of March 2026.

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.

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. The Council have agreed on the purchase of a bin at the cost of £472.41 plus VAT and delivery. Ordered from Kingfisher Direct on the 6th March 2026 with an 8-10 week delivery timeline.

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

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VH Electrical Work Sarah Burrows 5 March
2026

to OCC on the 22.02.2026 requesting permission and guidance on positioning.

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.

Football pitch Mark Hiles ASAP

The under 12 team that wish to use the football pitch have requested 9 aside pitch markings and a facility to store the smaller goals. Mark to get back to them with a response.

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk