Heyford Park Parish Council

Minutes of the Annual Meeting of the Parish Council followed by the Monthly Parish Council Meeting, held in the Community Centre on Wednesday 20th May 2026 at 7.15pm

Present: Cllrs: C. Mullineux (Acting Chair), S. Freeland, A. Harris and B. Moss.
Also in attendance: Cllr. G. Epps, S. Fry (Dorchester Living) and two members of the public
Apologies: D. Bainbridge (Savills), Cllr. J. Conway and Cllr. N. Simpson

21/26	**Election of Chairperson for 2026-27:** Cllr S. Freeland proposed that Cllr C. Mullineux be elected as Chairperson for 2026/27. Cllr A. Harris seconded the motion and Cllr C. Mullineux accepted the nomination. There were no other nominations and it was **RESOLVED** (unanimously) that Cllr C. Mullineux be Chairperson for 2026/27
22/26	**Election of Vice-Chairperson for 2026-27:** Cllr C. Mullineux proposed that Cllr S. Freeland be elected as Vice-Chairperson for 2026/27. Cllr A. Harris seconded the motion and Cllr S. Freeland accepted the nomination. There were no other nominations and it was **RESOLVED** (unanimous) that Cllr S. Freeland be Vice-Chairperson for 2026/27
23/26	**Councils Standing Orders and Financial Regulations:** The Clerk had updated the Financial Regulations in line with the recent models published by NALC/SLCC. These had been circulated prior to the meeting. There were no changes to the Standing Orders. Cllr A. Harris proposed , Cllr B. Moss seconded the motion and the Council **RESOLVED** (unanimous) to use the existing Standing Orders and updated Financial Regulations.
24/26	**Council Policies:** The updated and revised policies had been circulated prior to the meeting. Cllr A. Harris proposed, Cllr B. Moss seconded the motion and the Council **RESOLVED** (unanimous) to **confirm** and **adopt/readopt** the revised polices for Members Codes of Conduct, Anti-Bullying and Harassment, Complaints Procedure, IT, Training, Health and Safety, Internal Audit, Lone Working, Maternity Leave and Risk Assessment and Staff Handbook.
25/26	**Working Groups:** Confirmation of current working groups and their membership: Cllr S. Freeland proposed that the existing Planning and Emergency Plan working groups be re-confirmed and the Green Spaces working group to be confirmed. The current members continue to serve on the Planning and Emergency Planning groups, and Cllrs S. Freeland, C. Mullineux and B. Moss to serve on the Green Spaces working group. Cllr Mullineux seconded the motion and it was **RESOLVED** (unanimous) by the Council.
26/26	**Allocation of Councillor Roles for 2025-26 :** The following roles were confirmed for 2025/26 unanimously by the Council **Finance:** Cllr S. Freeland proposed, Cllr C. Mullineux seconded the motion and the Council **RESOLVED** that Cllrs S. Freeland and C. Mullineux lead on Finance and work closely with the Clerk/RFO. **Communications:** Cllr C. Mullineux proposed, Cllr S. Freeland seconded the motion and the Council **RESOLVED** that Cllr C. Mullineux lead on communications and work closely with the Clerk/RFO. **Community Group Liaison:** Cllr C. Mullineux proposed, Cllr A. Harris seconded the motion and the Council **RESOLVED** that Cllrs C. Mullineux and A. Harris lead on community group liaisons. **Public Transport, Highways, Speeding etc.** Cllr C. Mullineux proposed, Cllr A. Harris seconded the motion and the Council **RESOLVED** that Cllr Harris continued leading on Public Transport, Highways, Speeding etc. **HR and Staffing Policies:** Cllr Freeland proposed, Cllr Mullineux seconded the motion and the Council **RESOLVED** that Cllrs C. Mullineux and S. Freeland lead on HR and Staffing policies.
27/26	**Confirmation of the appointment of Professional Bodies and Advisors:** Cllr A. Harris proposed, Cllr S. Freeland seconded the motion and the Council **RESOLVED** (unanimous) to confirm the appointment of the following professional bodies and advisors: **Insurance:** Zurich **Bank:** Unity Trust Bank **Investments:** CCLA Bank

	Internal Auditor: Auditing Solutions **External Audit:** it was noted that Moore is the appointed external auditor for towns and parishes in Oxfordshire **HR:** Peninsula HR and Business Solutions **Communications, Engagement & Compliance:** Breakthrough Communications
28/26	**Confirmation of Subscriptions:** Cllr A. Harris proposed, Cllr S. Freeland seconded the motion, and the Council **RESOLVED** (unanimously) to confirm the appointment of the following subscriptions and memberships: Oxfordshire Association of Local Councils (OALC) National Association of Local Councils (NALC) Clerk's membership of the Society of Local Councils (SLCC) Community First Oxfordshire Information Commissioners Office
29/26	**General Powers of Competence:** The Council is unable to adopt the General Powers of Competence due to the ratio of co-opted Councillors to elected Councillors
	Regular Monthly Parish Business
30/26	**Receipt and Approval of Apologies for Absence:** Apologies for absence received and noted from David Bainbridge (Director of Planning for Savills). Absence of Cllr J. Conway and Cllr N. Simpson are noted.
31/26	**Declarations of interests, dispensation requests and dispensations:** It was noted that there had been no new declarations of interest or dispensation requests.
32/26	**Minutes:** Cllr S. Freeland proposed that the minutes of the parish council meeting that was held on 15th April 2026 be approved as a true record. Cllr A. Harris seconded the motion, and the council **RESOLVED** (unanimous) that the minutes from the parish meeting were approved. The Chairperson then signed the minutes.
33/26	**Email from Resident:** An email was received regarding the numerous potholes on Camp Road at the eastern end (past Heyford Leys, toward Chilgrove Drive). Cllr G. Epps has been chasing this concern, after putting a work order on this area on 24th February. Due to the level of traffic on this road, traffic management would be required and, due to a backlog in the traffic management capacity but concerns have been logged. There are also remaining 278 works from Heyford Springs to commence on 20th July to 23rd August; this will include extended working hours and weekends. The closure will be disruptive, with surrounding villages being kept updated on briefings.
34/26	**County and District Councillor Reports:** District Cllrs J. Conway and N. Simpson were not at the meeting and no report had been received. **Cllr G. Epps:** The bus tender is out and will likely have news on this in the next few months. Discussions are due with both Dorchester regarding highway adoption and Bovis regarding outstanding works. The county awaits advice from the Environment Agency and Callum Miller MP was seen on PMQs regarding PFAS, with Keir Starmer offering to send two Health and Environment ministers to Heyford Park as there is currently very little government policy on this issue. When asked how lorries would access Heyford Park when Camp Road is closed, Cllr G. Epps advised Portway is unsuitable for large vehicles so possibly Upper and/or Lower Heyford and other surrounding roads.
35/26	**HPPC Updates and General Housekeeping:** The Chair gave thanks to Steve Cook following his resignation for his tremendous amount of work for the community and for the parish council and HPPC wish him well. Kate Henderson has also resigned and HPPC gives thanks for her efforts to support the community and parish council.

	As per the agenda, the public forum item is limited to 10 minutes to ensure the meeting remains on-track and questions on concerns outside of the parish are best kept to after the meeting has ended or via email to the relevant Cllrs/bodies. Please do not interrupt councillors' or other attendee discussions of agenda items during parish council meetings until the floor is open for questions after reports/information have been discussed. Lastly, if anyone would like to request specific items to be added to the agenda, please email the Clerk at least two weeks prior to the meeting to discuss.
36/26	**Public Participation**: A resident requested the bushy area in front of his property be maintained, the Chair advised they would need to make contact with the developer responsible for maintenance of that specific area as HPPC cannot engage in contractual disputes but may bring to the attention of the developer if requested. A resident requested more bins to be provided in local play parks. The Chair requested the Clerk add this item to the June agenda for the PC to discuss independently with the landowner as it would involve finance. A resident from Caulcott asked whether there were any updates on PFAS testing. Cllr G. Epps advised that the Environment Agency is yet to be in touch regarding testing however, Gallos Brook campaigners have begun funding for private testing. Some testing has been undertaken relating to the Richborough planning application, which is available on the CDC website and suggests that there were different levels in the two streams tested. The levels in the stream running through Heyford Leys were noted as being lower than the stream coming from the west; this is to be expected as the latter was closest to the former airfield. PFAS is now considered to be a nationwide issue as investigations continue.
37/26	**Dorchester Living:** An update was provided on the Masterplan application for approximately 9,000 dwellings. The application remains in progress, with revised information expected to be resubmitted within the next one to two months. Due to the scale of the application, a significant number of consultation responses have been received and are currently being reviewed. Feedback from Rousham and other affected areas is being assessed, and amendments are being made where appropriate. This includes a review of building heights and built form in response to viewpoint assessments, with the aim of reducing visual impact in key locations through both design changes and landscaping measures. A number of supporting assessments and reports are also being undertaken, including radar assessments relating to Oxford Airport, consideration of wind turbine impacts, waste management plans, archaeological surveys, and other technical studies. These reports will form part of the forthcoming resubmission. It was also reported that Phase 17 of the development has recently been submitted. This phase comprises 62 dwellings together with a sports park and changing pavilion facilities. Subject to planning approval, work is anticipated to commence next year. The proposals are consistent with the previously approved plans and the 2022 agreement, supporting the continued delivery of the wider development. The timescale for Chilgrove Drive remains aligned with the original target of 2028, although efforts are being made to bring delivery forward where possible. Progress is currently influenced by ecological survey requirements, including licensing arrangements relating to badgers, as well as the need to secure technical approvals from the County Council. While current advice suggests the approval process may take up to 12 months, efforts are being made to expedite progress. It was noted that several factors remain outside the developer's control, and that Chilgrove Drive represents the largest infrastructure project undertaken on the site to date, extending over two kilometres. Concerns were raised regarding lorry movements during school drop-off and collection times. It was reported that traffic counts had previously been undertaken as part of the application process, including monitored vehicle movements at Gate 7 using video recording equipment. Dorchester is continuing discussions with the transport company to identify a suitable solution

	for all parties. These discussions are complicated by the involvement of external agencies engaged by the transport company. Cllr A. Harris reported concerns that lorries had been waiting behind Sainsbury's on Maguire Road from approximately 2.00am. In response, S. Fry advised that he would raise the matter with the Civil Manager. It was noted that the roads concerned are private roads and that residents should not be disturbed by lorries waiting in the area during the early hours of the morning.
38/26	**Savills:** No updates received.
39/26	**Heyford Park Community Action Group (HPCAG):** No updates received however, a representative (resident) of the HPCAG present reported that membership of the Community Action Group has grown to over 750 members and continues to increase. It was noted that a recent meeting had been well attended and had focused on matters of community interest. The minutes of the meeting have been published on the group's Facebook page. The Chair asked how residents who do not use Facebook could access the minutes. The HPCAG representative advised that copies could be requested from the Secretary and provided by email. The HPCAG representative referred to legal correspondence from Dorchester Living to HPCAG and expressed concerns regarding the content and implications of that correspondence, as well as the handling of residents' personal data. The Chair advised that, as the matter related to legal correspondence between two parties, it was not appropriate for discussion or determination by the Parish Council. The HPCAG representative confirmed that the matter was being raised for information only and not for deliberation or a decision by the Council. The Chair further noted that the Parish Council had not been provided with the correspondence in question and was therefore not in a position to comment on its contents. The HPCAG representative reiterated concerns regarding the processing of residents' personal information and encouraged organisations operating within the community to ensure compliance with relevant data protection requirements. The Chair reminded the HPCAG representative that Parish Council meetings are recorded, as stated at the commencement of each meeting. The HPCAG representative acknowledged this.
40/26	**Puy du Fou:** No updates received.
41/26	**Community First Oxfordshire:** No updates received.
42/26	**New Councillor Update:** HPPC has not received any submissions thus far for the two available positions and the closing date is 20th May. When no submissions are received, an extended date will be automatically added of 28 days and will be advertised on social media and the website. Anyone interested must be over 18, live up to three miles away and have lived within three mile radius of the parish for at least 12 months. If anyone is interested, please contact the Clerk.
43/26	**Financial Matters:** **i)** **Bank Statement and Reconciliation:** The council received and confirmed the April statements and reconciliation. Cllr A. Harris proposed, Cllr S. Freeland seconded the motion. These were then signed by Cllrs C. Mullineux and S. Freeland. The parish council **RESOLVED** (unanimous) that these items were approved. **ii)** **Payments:** Cllrs received and noted the payments made since the last meeting and those requiring authorisation. Cllr S. Freeland proposed, Cllr A. Harris seconded the motion. These were then signed by Cllrs C. Mullineux and S. Freeland. The parish council **RESOLVED** (unanimous) that these payments were approved. **iii)** **Bank Signatories:** The PC needs to remove former Cllr S. Cook from and confirm a new signatory for the banking system, with Cllr. S. Freeland suggested as the new signatory as Vice Chair with a finance role. Cllr A. Harris proposed, Cllr C. Mullineux seconded the motion. The parish council **RESOLVED** (unanimous) that Cllr S. Freeland to be added as a signatory to the banking system and former Cllr S. Cook be removed. Clerk to action.

iv) **Additional Investment Account:** The HPPC holds an investment account with CCLA and the Financial Services Compensation Scheme (FSCS) limit is up to £85,000. As the limit has been reached, to ensure funds are protected, HPPC require a second investment account. Four account options were circulated to Cllrs prior to the meeting to consider. The four banking options are; Triodos, Redwood, Unity Trust and Cambridge & Counties. Out of the four options and various rates, Redwood was the most competitive. Cllr A. Harris proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) that Redwood Bank be contacted to open a second investment account. Clerk to action.

v) **Telephone and Broadband:** This item will be moved to a future agenda following discussions with Dorchester Living (Landlord) who are already considering this for the Community Centre and will update HPPC in due course.

vi) **Brice Road Land Lease:** A copy of the Brice Road Land lease was circulated to Cllrs following advice from Hamlins Solicitors. Cllr B. Moss raised minor points but nothing requiring changes to the proposed lease. Cllr A. Harris proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) that the Brice Road Land lease be approved and signed at the earliest convenience following receipt of the deed of surrender. Clerk to contact Paul White from Dorchester Living for next steps to proceed.

vii) **Post Box:** HPPC currently share a post box outside of the Community Centre however, due to security concerns and a lack of direct access, require a secure post box for sole use of HPPC to be installed on the external wall of the Community Centre building. The Chair suggests a maximum budget of £50. Cllr A. Harris proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) to purchase a post box with a maximum budget of £50 including VAT be approved. Clerk to action.

viii) **Benches for the Village Green:** HPPC have engaged in discussions with Dorchester Living regarding the parish council providing benches to sit on the village green, subject to Dorchester Living approval on design and materials used. HPPC would like to consider and approve a budget for up to four benches to be installed on the perimeter of the Village Green along the tree line. The Chair suggests a budget of £5,000. Cllr A. Harris proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) to purchase up to four benches with a maximum budget of £5,000 be approved. Clerk to action following further discussions between HPPC and Dorchester Living on design, material and placement.

ix) **Noticeboard:** HPPC have also engaged in discussions with Dorchester Living regarding the parish council providing a noticeboard with better visibility to residents, with placement to be outside of the Heyford Park Management office next to Sainsbury's Local on Camp Road. The exact placement, design and material to be approved by Dorchester Living. The Chair suggests a budget of £1,000 (£6,000 collectively with the four benches in the above item). Cllr A. Harris proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) to purchase a noticeboard with a budget of £1,000 (£6,000 collectively with the four benches in the above item) be approved. Clerk to action following further discussions between HPPC and Dorchester Living on design, material and placement.

	x) **AGAR 2025/26 Form:** The internal audit report and Annual Governance and Accountability Return (AGAR) 2025/26 particulars were circulated prior to the meeting. Cllr C. Mullineux proposed, Cllr S. Freeland seconded the motion. The parish council **RESOLVED** (unanimous) that the AGAR 2025/26 and supporting documents be approved, signed and sent to the external auditor (Moore). The AGAR 2025/26 was signed by the Chair and Clerk. Clerk to send the completed and signed internal audit and AGAR 2025/26 forms to Moore. **i)** **Any other urgent Financial Matters:** None noted.
44/26	**Planning Matters:** **(i)** **Planning Applications:** There are four Dorchester planning applications: The first is 26/00966/DISC which is partial discharge of condition 22 which is actually a construction method statement for phases 11, 12, 21, 23 and 33 and the interesting bit there for us is 33 is actually the true growth try so there's some progress on that. The second one is 26/00748/DISC which is again condition 12, construction, environmental, management planning for phases 11, 12, 21, 22, 23, 31 and 33 again. The third is 26/00705/DISC which is condition 6 and it relates to parcels 11, 12, 21 and 23. There is a consultant report which basically says there's a few holes to fill in. A consultant criticises some areas. The fourth is 25/01443/REM, which is reserved matters which is the approval for the primary school extension and this has been permitted. Three resident planning applications: The first is 26/00982/F, which is a roof extension and dormer. The second is 26/00915/F, which is a proposed conversion of half a garage to be partitioned and transformed into a home gym. A complaint was received on this planning application regarding possible noise from the home gym however, it is not listed as commercial gym and the garden is substantial. The third is 26/00120/F , which is a proposed two-story on Soden Road. Almost all houses on Soden Road are large and surrounded by trees so any extension is unlikely to be obviously noticeable by any neighbours. There was a concern by a resident that it was going too close to the tree line and might damage some of the roots. Should any concerns of proximity to roots be substantial, building control would likely consider this prior to building. **(ii)** **Any Other Planning Matters:** None noted.
45/26	**Items Noted by Cllrs:** (No decisions can be made under this item). An email was sent to HPPC from HPCAG regarding questions HGVs on Camp Road, which was discussed earlier in the meeting, and general road safety on Camp Road. The Chair asked the HPCAG representative if the email could be given to S. Fry to consider the questions with Dorchester Living, the HPCAG representative agreed.
46/26	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 17th June 2026 at 7.15pm in the Community Centre.

The meeting closed at 20:20

Appendix 1

Payments of £500 or over made since the last meeting.

£	
£1,299.40	Clerk pay for May

Appendix 2

Action Check List

Minute Ref	Action	Actioner	Action Status
134/20	(i) Flooding. A PC local emergency plan will be produced.	Emergency Planning WG	B/F to August 2025. Ongoing
132/23	Planning – Neighbourhood Plan (1) Professional advice will be sought, and actions will be commissioned if appropriate.	Working Group	Suspended
147/23	Contact Information for various CDC/OCC services to be compiled for inclusion in a future edition of Valley News.	Clerk	Ongoing
43/25	Upgrade speed indicators.	Chair	B/F to December 2025. Ongoing
140/25	Enquire about Councillor refresher training with OALC and whether it would be possible to book for a Wednesday evening.	Clerk	Awaiting date agreement
195/25 vii	Action payment of £900.00 + VAT to Hamlins' legal counsel on CG/Brice Road Land lease	Clerk	Completed
43/26 iii	Cllr S. Freeland to be added as a signatory to the banking system and former Cllr S. Cook be removed.	Clerk	Awaiting response from Unity
43/26 iv	Redwood Bank to be contacted to open an investment account.	Clerk	Awaiting confirmation from Redwood
43/26 vi	Contact Paul White to request the deed of surrender and arrange a date to sign the Brice Road Land lease.	Clerk	Completed – awaiting date.
43/26 vii	Purchase a post box with a maximum budget of £50 (incl. VAT).	Clerk	Completed
43/26 viii	Agree and purchase up to four benches with a maximum budget of £5,000 be approved.	Clerk	Ongoing
43/26 ix	Agree and purchase a noticeboard with a budget of £1,000 (£6,000 collectively with the four benches in the above item) be approved.	Clerk	Ongoing
43/26 x	The AGAR 2025/26 and supporting documents be signed and sent to the external auditor (Moore).	Clerk	Completed