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 15th July 2026 at 7.15pm

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

66/26	**Receipt and Approval of Apologies for Absence:** Apologies for absence received and noted from Cllr. A. Harris, District Cllr. Nigel Simpson, District Cllr. G. Conway Murray, Simon Fry (Dorchester Living) and David Bainbridge (Director of Planning for Savills).
67/26	**Declarations of interests, dispensation requests and dispensations:** It was noted that there was one declaration of interest from Cllr. C. Mullineux on item 71/26 due to involvement with the Chapel. There have been no dispensation requests.
68/26	**Minutes:** Chair advised both the minutes of the parish council meeting that was held on 17th June 2026 and the extraordinary meeting held on 4th July 2026 be approved as a true record. Cllr. B. Moss proposed and Cllr S. Freeland seconded the motion, and the council **RESOLVED** (unanimous) that the minutes from both parish meetings were approved. The Chair then signed the minutes.
69/26	**Announcement from the Chair:** Chair provided notes on public participation following advice from OALC: HPPC will request polite behaviour and reasonable discourse. Any untrue or inflammatory comments will be stopped and requested that untrue statements not be repeated. Repeated instances of negative behaviours will result in individuals being asked to leave. If those asked to leave refuse to do so, the meeting will be suspended in line with standing orders. The PC is taking legal advice at the moment on the various comments and emails that we have been receiving. And I will remind you that this is a meeting in public, not a public meeting. The public forum is the 10 minutes public participation and not part of the discussion of the councillors.
70/26	**Public Participation**: The Chair asked whether the majority of attendees wished to discuss the Community Garden, which was confirmed. The Chair then suggested a spokesperson be designated to ensure enough time for all points. A resident expressed no confidence in the Parish Council and requested that a vote of no confidence be placed on the agenda for the next meeting. Personal allegations were made against individual councillors and the Chair. The Chair ruled these comments unacceptable and requested that the resident refrain from making unsubstantiated personal statements. Following continued disruptive behaviour, including capping and jeering by members of the public, the resident was asked to leave the meeting. A second resident challenged the Chair's decision and also requested a vote of no confidence. The Chair advised that requests for information should be made through the appropriate procedures, including the Freedom of Information process where applicable. The Group Lead of Heyford Park Scout Group read a statement on behalf of the Scout Executive expressing disappointment at the temporary closure of the Community Garden. The Scouts requested that the raised beds and gardening equipment be retained for future use by young people and presented letters from Cub Scouts requesting that the garden be reopened.

	Several residents expressed concern over the temporary closure of the Community Garden, the installation of fencing, and the impact on community activities, particularly those involving the Scouts and young people. Residents offered volunteer assistance to address the identified health and safety issues and called for the fencing to be removed while remedial works were undertaken. The Chair advised that the closure was not solely due to the condition of a tree but also because of wider health and safety concerns, insurance requirements and the Parish Council's legal obligations under the lease and planning conditions. The Chair stated that the Council was unable to permit access while the site remained non-compliant and uninsured. Councillors confirmed that: the Parish Council is legally required, as leaseholder, to comply with planning conditions and the terms of the lease; the intention is to restore the land to the approved planning layout; no decision has been made regarding future gym equipment, which would be subject to consultation; the Community Garden is not being permanently removed, but the site must first be made safe and compliant. Residents questioned the interpretation of the lease, planning requirements, the health and safety assessment, and why action had only recently been taken. Councillors reiterated that compliance with planning law, lease obligations and insurance requirements could not be deferred. Several residents highlighted the Community Garden's value as a community asset, its contribution to local events and charities, and requested greater engagement between the Parish Council and residents. Suggestions included establishing regular community meetings or a residents' forum. The Chair confirmed that Parish Council meetings are open to the public, encouraged residents to contact the Council directly or apply for existing councillor vacancies, and advised that appointments could be arranged through the Clerk to discuss community issues in more detail. A resident queried the inclusion of a confidential agenda item. The Chair apologised and confirmed this had been included in error and would not proceed. Further clarification was sought regarding whether Scout activities at the Community Garden breached the lease. Cllr Moss clarified that the Community Garden Committee had been permitted to use the land but no separate licence agreement existed. Discussion followed regarding interpretation of the lease provisions. Residents requested that the Parish Council pause implementation of its plans and reopen the Community Garden while discussions continued. The Chair advised that arrangements remained available for community groups to remove their possessions from the site but confirmed that the fencing would remain in place. Groups would be welcome to make proposals for future uses of the land to the Parish Council once the remediation work had been completed. One resident made further personal remarks towards the Chair and councillors. The Chair deemed the comments offensive and, after continued disruption, instructed the resident to leave the meeting. The resident left while continuing to aggressively address councillors.

	Further residents appealed for mediation and compromise to retain community use of the site while addressing health and safety concerns. Councillors reiterated that, as leaseholder, the Parish Council remained legally responsible for ensuring compliance with planning conditions and lease obligations. The Chair made a closing statement on behalf of the Parish Council confirming that: the Council had attempted over the previous year to work with the Community Garden Committee to develop a future plan for the site; invitations to engage had not been accepted; the Council is legally required to restore the land to its approved planning condition and address health and safety issues; the Council acknowledged that some residents disagreed with the decision but considered that misinformation had contributed to the dispute; once the site is compliant, proposals for its future use would be welcomed and considered at future meetings; the Parish Council would not enter into further discussion regarding retaining the site in its current condition. A resident queried the Parish Council's General Power of Competence. The Chair advised that the Council does not currently hold the General Power of Competence, which was in the May minutes. The Clerk invited the resident to submit the query in writing so a detailed response could be provided. A resident requested that the Parish Council's closing statement be published on its website. The Chair confirmed that it would be published.
71/26	**Bins in Local Play Park**: As S. Fry was unable to attend this meeting, this item will be moved to the September meeting to be discussed, as this cost would impact the service charge.
72/26	**Camp Road Closure:** A resident asked whether the Parish Council could support progress on the delivery of Chilgrove Drive, given the significant traffic disruption experienced during recent road closures, and whether writing to Dorchester Living would assist. County Cllr G. Epps confirmed that representations from the Parish Council and residents would be helpful. He noted that recent road closures had highlighted the vulnerability of the local highway network and reinforced the importance of delivering Chilgrove Drive as a priority. County Cllr Epps advised that, following planning approvals, Dorchester Living has less than two years to complete Chilgrove Drive before the current logistics operation permission expires and a new application would be required. He stated that Dorchester Living had advised they were finalising the scheme design prior to construction. He suggested that Dorchester be asked to provide regular progress updates to the Parish Council and community. Residents asked how they could support progress. Cllr Epps recommended that residents and local businesses, particularly those in the logistics sector, write to Dorchester Living requesting regular updates and emphasising the importance of timely delivery. Cllr Epps also reported that he was seeking to facilitate improved engagement between Dorchester Living, the Community Action Group and the wider community. He advised that the Heyford Park and Junction 10 Cumulative Impact Forum had been established to consider the cumulative impacts of development, with highway resilience and transport infrastructure identified as key priorities.

	The Chair confirmed that the Parish Council was continuing to work with Dorchester Living on future asset transfers and welcomed constructive community engagement. The Chair queried whether other factors could affect the anticipated delivery timetable for Chilgrove Drive. In response, Cllr Epps advised that his understanding was that the planning timescale associated with the logistics operation extension was fixed, and that the deadline for delivery was not dependent on housing build or sales rates. He reiterated that Chilgrove Drive remained the highest priority highway project for the area.
73/26	**County and District Councillor Reports:** **County Cllr G. Epps:** An update was provided to Cllrs prior to the meeting, which included; The Government was expected to announce proposals the following day regarding the Local Government Reorganisation and the future arrangements for Cherwell District Council and Oxfordshire County Council. He noted that speculation suggested three unitary authorities may be proposed, but no formal announcement had yet been made. An update was provided on the Camp Road works. Revised traffic management arrangements were expected to be implemented from the following Monday, with further discussions continuing regarding additional measures. Cllr Epps noted that the Parish Council had requested temporary speed limits on Station Road and Port Way, which he considered a sensible proposal. He also advised that further discussions involving the Parish Council, Oxfordshire County Council and Dorchester Living may be required to address the potential impact of through traffic using unadopted residential roads around Wellington Road. Cllr Epps concluded by advising that an announcement regarding local bus services was expected within the following week and that he anticipated this would be positive news. **District Cllr J. Conway:** District Cllr J. Conway reported that discussions regarding PFAS contamination were ongoing, with the matter also being raised in Parliament by MP Callum Miller. He stated that his priority was for comprehensive testing of soil and water and noted that Cherwell District Council and the Environment Agency were discussing how testing should be undertaken. Cllr S. Freeland advised that available information suggested historic fire training activities had taken place in the centre of the former runway, which may be the source of contamination. It was also noted that the watercourse behind Harris Road is a drainage ditch. Residents shared concerns about the long-term health implications of PFAS contamination, including experiences of contamination issues at former US military bases. It was also suggested that historic waste may have been buried in woodland near Camp Road. Members discussed the need for consistent testing and the lack of an agreed national approach. The Chair noted that the local water supply comes from Farmoor Reservoir and that there was currently no generic PFAS testing programme. It was suggested that the Environment Agency should lead any testing. Cllr Conway advised that the Environment Agency, Callum Miller MP, the Gallos Brook Campaign and other organisations had written on the issue, and that some parish councils were considering supporting the Gallos Brook Campaign. She expressed the view that testing should be undertaken by statutory agencies using consistent methodologies rather than by individual groups.

	County Cllr G. Epps advised that an FOI response had reportedly been obtained from the Ministry of Defence regarding the handover of the former military base. He also referred to PFAS sampling undertaken by Richborough, which indicated contamination levels increased downstream, particularly towards the centre of the village. Cllr S. Freeland reminded residents that they were welcome to contact the Clerk to arrange meetings with the Parish Council to discuss PFAS and other community concerns.
74/26	**Dorchester Living:** None received.
75/26	**Savills**: None received.
76/26	**Stages:** A request was received for a financial donation toward the Stages production of Jekyll and Hyde in October. Due to the PC not being quorate with the Chair unable to vote due to a declaration of interest (being Church Warden), this will be moved to the September meeting to be voted on. Following advice from OALC, Cllr. S. Freeland suggested a £100 donation to show appreciation to the arts and is to be considered at the next monthly meeting.
77/26	**Brice Road Land Lease:** HPPC have received an electronic copy back from the landowner which is signed and await the hard copy in the coming days.
78/26	**New Councillor Update:** HPPC has not received any submissions for the three current vacancies. An extended date will be automatically added to this of 28 days, so any submissions will need to be received by the Parish Clerk by no later than 15th July 2026. HPPC has received a few emails about the vacancies and await the appropriate forms. 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. There is no monthly meeting in August so any submissions will be considered following the September 2026 meeting.
79/26	**Financial Matters:** **i)** **Bank Statement and Reconciliation:** The council received and confirmed the June statements and reconciliation. Cllr S. Freeland proposed, Cllr B. Moss 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 B. Moss 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)** **Bin at the Heyford Park Bus Stop:** OCC have adopted the bus stop and we await a response in the handover. It would benefit the PC as the advertising would generate revenue but would also be offset by maintenance costs. Clerk to chase this query this with OCC. This item will be moved to a future meeting. **iv)** **Quotes for Brice Road Land Works:** The PC have received a quote for works to return the Brice Road land to planning permission standards, alongside health and safety requirements. As the tree works are on hold until the nesting season has ended, Chair advises the PC attempt to obtain further quotes. So far, seven requests have been made. This item will be moved to a future meeting. **v)** **Quotes for Alternative Email and Website Provider:** The PC has found that the email provider currently used no longer suits the PC needs. A quote has been

	obtained following several quotes received previously and a local provider has been identified for the email provider. The website will require further discussions as this is a more complex requirement. The quote for the necessary works was received prior to the meeting, totalling £696.60 including VAT. Cllr S. Freeland proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) that the email provider be changed from Function28 to ComputerPro. Clerk to arrange the handover and action payment. **vi)** **Any other urgent Financial Matters:** Cllr B. Moss proposed that HPPC instruct a solicitor to confirm the legal standing of the PC in the three leases for the Community Garden/Brice Road land and for them to produce a legal statement for residents on behalf of the PC to provide further transparency. The Chair suggested a budget of £1,000+VAT, Cllr S. Freeland seconded the motion The parish council **RESOLVED** (unanimous) that the PC reach out to the solicitor used in the recent lease to provide further clarity of the position of the PC in reference to the leaseholder responsibilities. Clerk to make contact with Hamlins LLP and action payment, provided it is within the budget set as above. **vii)** Redwood Investment Account: Previous meetings agreed to open a second investment account with Redwood on a 95-day, monthly interest account. Chair advised that the account requires a minimum £10,000 to open the account and suggests £25,000 from CCLA to Redwood to balance amounts and ensure the PC is within FSCS limits. Cllr S. Freeland proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) that £25,000 be moved from CCLA account to open the Redwood investment account. Clerk to action.
80/26	**Planning Matters:** **(i)** **Planning Applications:** There are two planning applications, but they're both supplemental to the sports ground improvements, which don't require a response. **(ii)** **Any Other Planning Matters:** Cllr B. Moss suggested the OxSRFI registration of interest will focus on two areas; transport, and environmental factors (noise, air quality, vibration, light pollution, dust, odour and water). The interests are to be registered by 19th July, Clerk to discuss with Cllr B. Moss and action.
81/26	**Office Closure:** The PC office will be closed for the month of August due to annual leave and no monthly meeting.
82/26	**Items Noted by Cllrs:** (No decisions can be made under this item). None noted.
83/26	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 16th September 2026 at 7.15pm in the Community Centre.

The meeting closed at 20:55

Appendix 1

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

£	
£1,056.00	Heyford Park Management Co Ltd for herras fencing
£696.60	ComputerPro email handover
£4,382.40	Noticeboard for HPPC opposite Sainsbury's
£1,578.39	Clerk pay for July
£1,560.00	4x benches to go on the outskirts of the Village Green
£1,224.90	Clerk pay for August

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	Ongoing
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	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
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 vi	Contact Paul White to request the deed of surrender and arrange a date to sign the Brice Road Land lease.	Clerk	Completed.
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
57/26 iv	Action payment to Community Garden Committee for two invoices received for insurance premiums (2022-23 and 2024-25) totalling £256.82	Clerk	Completed
57/26 v	Contact Nicholsons to agree to necessary tree works and action payment totalling £1008.00	Clerk	Ongoing
15/26 vii	Action payment of £900.00 + VAT to Hamlins' legal counsel on CG/Brice Road Land lease	Clerk	Completed
79/26 iii	Contact OCC regarding HPPC adoption of the Heyford Park bus stop.	Clerk	Ongoing
79/26 vii	Arrange a Redwood investment account to be opened with 95-day access with the monthly interest option, moving £25,000 from CCLA account.	Clerk	Ongoing
79/26 ii	Correspond with Cllr B. Moss and register HPPC interests to OxSRFI by 19th July.	Clerk	Completed