

**HORLEY PARISH COUNCIL – MINUTES OF THE ANNUAL GENERAL MEETING  
HELD ON  
17 MAY 2018**

**PRESENT: Cllrs Simon Attfield, Bob Barnwell, Martin Hamer, John Tite, Clerk  
to the Council David Marriott. Also in attendance County Councillor George  
Reynolds**

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| Item |  | Action      |
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| 1    | <b>Apologies for absence</b><br>Cllrs Duncan Raper, Jennifer Cross, Graham Curd.   |             |
| 2    | <b>Declarations of interests</b><br>None   |             |
| 3    | <b>Nomination and election of the Chairman for the year</b><br>Cllr John Tite, proposed by Cllr Attfield, seconded by Cllr Hamer   |             |
| 4    | <b>Nomination and election of the Vice-Chairman for the year</b><br>Cllr Martin Hamer, proposed by Cllr Barnwell seconded by Cllr Attfield   |             |
| 5    | <b>Allocation of responsibilities</b> <ul style="list-style-type: none"> <li><b>a. Finance and general purposes</b><br/>Cllr Raper</li> <li><b>b. Highways and footpaths</b><br/>Cllr Cross and Cllr Curd</li> <li><b>c. Proposed children’s play area</b><br/>Cllr Attfield</li> <li><b>d. Planning</b><br/>Cllr Barnwell</li> <li><b>e. Cricket club liaison</b><br/>Cllr Attfield</li> <li><b>f. School liaison</b><br/>Cllr Raper</li> <li><b>g. Michael Hardinge Trust liaison</b><br/>Cllr Tite</li> <li><b>h. Ironstone and scout camp liaison</b><br/>Cllr Barnwell</li> <li><b>i. Communications, notice board</b><br/>Cllrs Barnwell and Curd</li> </ul> |             |
| 6    | <b>Dates for Future meetings</b><br>19 July 2018<br>11 October 2018<br>17 January 2018<br>18 April 2019<br>16 May 2019   | All to note |
| 7    | <b>Annual Audit</b><br>The Council considered the Internal Auditor’s report concerning the accounts for 2017/18, together with the Annual Governance Statement and Annual Accounting Statement for 2017/18 as annexed to the agenda. It was resolved that these documents be   | Clerk       |

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|    | approved, proposed by Cllr Tite, seconded by Cllr Attfield.  |                                 |
| 8  | <p><b>General Data Protection Regulations</b></p> <p>The Council noted that updated regulations were set to take effect from 25 May 2018, and that the Council is now required to nominate a Data Protection Officer. It was agreed that Cllr Attfield should be appointed to undertake this role.</p> <p>It was noted that the Council does not generally hold personal information, other than contact details for Members, and that this information is a matter of public record. It was agreed that the Clerk should contact any regular Council contacts by email to ensure that they have no objection to the Council retaining their contact details, and contacting them in this way in future.</p>   | Clerk                           |
| 9  | <p><b>Date of next meeting</b></p> <p>19 July 2018</p>   | All to note                     |
| 11 | <p><b>Any other urgent business</b></p> <p>The Clerk mentioned the ongoing Cherwell District Council conservation area appraisal, due to be completed shortly. As soon as it is available, Members will review to consider whether a special meeting is required in order to give feedback to CDC before the public consultation.</p> <p>The Clerk mentioned a recent CDC consultation on public open spaces, and it was noted that no action is required.</p> <p>The Clerk mentioned a Parish liaison meeting organised by Oxfordshire County Council on 18 July at Banbury Town Hall, 6pm. It was agreed that Cllrs Tite and Barnwell would attend.</p> <p>The Clerk queried whether any Members wished to attend the next Cherwell District Council bi-annual parish liaison meeting, to be held on 20 June at Bodicote House at 7.00 pm. It was agreed the Clerk would attend.</p> | Clerk, Cllr Barnwell, Cllr Tite |

**MEETING CLOSED AT 7.30PM**