

Awre Parish Council & Burial Authority

Minutes of the Annual Parish Council Meeting held on 16th May, 2022
at the Village Hall, Awre at 6.30 p.m.

PRESENT: Cllrs. Cotton (Chairman), Fellows, Greening, Hoyland, Johnson and Scott.

IN ATTENDANCE: A member of the public and the Clerk.

1. ELECTION OF CHAIRMAN

Cllr. Cotton was nominated by Cllr. Fellows, seconded by Cllr. Hoyland and appointed as Chairman.

2. APOLOGIES

Cllr. Bullock and District Cllr. Boyles.

3. ELECTION OF VICE-CHAIRMAN

Cllr. Fellows was nominated by Cllr. Cotton, seconded by Cllr. Johnson and was appointed as Vice-Chairman.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllrs. Cotton and Fellows signed the Declarations of Acceptance of Office at the end of the meeting.

5. DECLARATIONS OF INTEREST

None declared.

6. DISPENSATION REQUESTS

None received.

7. LEAD COUNCILLOR ROLES FOR 2021/2022

Lead Councillor roles were allocated as follows:

- 7.1 Highways & Parish Council Land – Cllrs. Bullock & Hoyland
- 7.2 Footpaths – Cllrs. Fellows & Hoyland
- 7.3 Cemetery & Grass Cutting – Cllr. Johnson
- 7.4 Assets, Amenities & Maintenance – Cllrs. Fellows & Greening
- 7.5 Snow Warden & Flooding – Cllr. Scott
- 7.6 Finance/Quarterly Financial Checks – Cllrs. Greening & Cotton
- 7.7 Emergency Plan – Cllr. Cotton

Additional planning issues would be dealt with each month following consideration of any planning applications received. Blakeney Eel Pass and climate emergency matters would be reported as appropriate.

8. REPRESENTATIVE FOR BLAKENEY SCHOOL GOVERNORS

Cllr. Cotton volunteered to be the link between the Parish Council and Blakeney School Governors. Clerk to notify the headmaster.

9. REVIEW OF INSURANCE COVER FOR 2021/2022

It was resolved to renew the Council's insurance policy with Pen Underwriting Ltd. via Arthur J. Gallagher Insurance Brokers Ltd (formerly Came & Co.) for 2022/2023 at a cost of £997.26. Proposed: Cllr. Cotton; seconded Cllr. Fellows and supported by all.

10. REVIEW OF ASSET REGISTER

The Asset Register was reviewed, and **it was noted** that there was a need to repair or replace the bench on Millend. This matter to be dealt with at a future meeting.

11. REVIEW OF RISK ASSESSMENT

The Council's Risk Assessment was reviewed and **accepted**.

12. REVIEW OF PARISH COUNCIL KEY DOCUMENTS

12.1 Standing Orders – Councillors **approved** the following amendments to paragraphs in the Council's Standing Orders.

18. Financial Controls and Procurement

Delete:

(c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

Replace with:

(c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

Delete:

(f) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

Replace with:

(f) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

Delete:

(g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

Proposed: Cllr. Fellows, seconded: Cllr. Cotton and supported by all.

- 12.2 Financial Regulations** – no change (August 2019)
- 12.3 Code of Conduct** – no change (September 2012)
- 12.4 Handling of Complaints Guidelines** – no change (December 2018)
- 12.5 Freedom of Information Policy** – (February 2015) – Legal Topic Note (LTN) April 2021 provides an update)
- 12.6 Grievance/Disciplinary Policy/Procedure** – (December 2019)
- 12.7 Openness and Transparency Guidelines** – no change (December 2014)
- 12.8 Training Statement of Intent** – no change.

It was noted that the above key documents remained unchanged.

Meeting closed at 6.55 p.m.