**Scrayingham Parish Council**

**Minutes of the Scrayingham Parish Council Annual General Meeting**

**Held on Monday 15th May 2023**

**At 18:30hrs in Leavening Methodist Hall**

**Attendees:**

Phil Jones (Chairman) (PJ)

Jo Booth (JB) (Vice Chair)

Mervyn Stone (MS)

Carolyn Stone (CS)

Stuart Wood (SW)

Nigel Prewett (NP)

Hugo Hildyard (HH)

Caroline Goodrick (CG) North Yorkshire Council

Karen Bradshaw (KB)

PJ thanked all for attending.

PJ thanked JB for all of the hard work and time put into regulating the council and addressing the current issues.

**1. Election of Chair**

1. Along with his forthcoming retirement from work, PJ is resigning as Chairman of SPC. PJ was thanked for all his years of service and will be remaining as a councillor.
2. PJ proposed that JB take over as Chair, and CS seconded this. JB also stated that she would like to become Chair. JB now takes the Chairman position.

**2. Election of Vice Chair**

a) HH expressed an interest in becoming Vice-Chair. It was voiced by CS that maybe PJ should fill this role until everything is regulated and in order and to support JB in her new Chair position. JB proposed PJ as Vice Chair. Seconded by SW. PJ now takes the Vice Chair position.

b) NP has stated that he would like to leave his position on the Parish Council, and as minuted in previous minutes, Jo Green would be interested in taking his place. NP was thanked for his work on the Parish Council. There were no objections to Jo Green joining (as her interest had already been expressed and discussed in the previous meeting). JB to arrange an additional meeting for Jo Green to be co-opted onto the council.

**3. Review and Approve Previous Minutes**

a) The minutes of the meeting held on 19th April 2023 were read and approved by all in attendance at that meeting.

**4. Updates on status of Declaration of Acceptance into Office and Register of Interests**

a) All to sign a new Declaration of Acceptance form and have this witnessed by PJ or JB, and to complete the Register of Interests form either online or hard copy. JB to give these to CG before Thursday so she can take them to the Malton Council offices.

**5. Approval and Signature of retrospective AGAR forms**

a) AGAR for FY 2016/ 2017 approved, signed by JB and PJ

b) AGAR for FY 2017/ 2018 approved, signed by JB and PJ

c) AGAR for FY 2018/ 2019 approved, signed by JB and PJ

d) AGAR for FY 2019/ 2020 approved, signed by JB and PJ

e) AGAR for FY 2020/ 2021 approved, signed by JB and PJ

f) AGAR for FY 2022/ 2023 approved, signed by JB and PJ. (Updated version with previous year’s details added)

g) AGAR for FY 2021/2022 approved, signed by JB and PJ

h) JB advised that she will make arrangements to return to Carrie Pillow (Elkerlodge Bookkeeping) to have these signed off, scanned and sent to PKF Littlejohn.

i) PKF Littlejohn were happy that we had managed to fill in the missing AGARs and have stated that no further fines are expected once the outstanding fines have been paid. Previous years will be closed off.

**6. Analysis of quotations and invoicing for internal audit fees for AGAR completion**

a) No further invoices have been received for resubmission of past AGARs.

**7. Financial Statement/ Audit/ Authorisation of Payments and Subscriptions**

a) Cheque 100235 to Primary Care Supplies (Intermedical (UK)) signed by PJ and countersigned by JB for purchase of 2x defib pads and 2x defib batteries @ £648 (Previously also approved by email by SW, CS, MS as an urgent requirement) to bring the two defibrillators back into service.

b) JB confirmed that all accounts are now completed and on the website from FY15/16 to present. PJ to locate previous minutes and receipts to support these accounts.

c) JB confirmed that the Public Rights has been submitted to PKF Littlejohn and will take place between 5th June and 14th July 2023. JB to place this on the noticeboards before 1st June 2023.

d) A discussion was held regarding the fines received from PKF Littlejohn for the non-submission of AGARs between 2016 and 2022. The fines total £2736 (Some of which have been paid, some outstanding). PJ has paid £1152 of these fines from his own money and does not want reimbursing. There are two outstanding (£288 and £576). The others have been paid from PC bank account as per previous minutes.

SW questioned where the money from these fines would be going to. JB confirmed that the money goes to PKF Littlejohn external auditors. CS questioned whether it would be possible to get any compensation from the insurance company. JB stated that there’s no real justification for a claim on insurance as its just something that we have not done for various reasons. (Issues with the bank, chair illness, covid, loss of Clerk, but JB/ PJ will visit Barclays to pursue the possibility of more compensation from them. PJ was asked to find any attempted correspondence with Barclays over the period of the fines.) SW asked whether we should dispute the fines and not pay them, but JB stated that this would only likely result in more fines through non-payment. CG advised JB to speak with the YLCA (Sheena Spence)

e) PJ pointed out that we still do not have a Clerk. CS asked whether it is still advertised on LinkedIn and the website. JB confirmed that it is, but we have had no viable applicants geographically. JB asked CG if she had had any joy re: a clerk but said she hadn’t and asked JB to contact the YLCA to see if they had a locum clerk available.

f) Budget F23/24 approved by all. JB explained that this year’s budget is much higher than the regular budget due to addressing the issues from previous years and will normally sit around the £2300 mark. We will need to increase precept next year to cover at least budgeted items. Its too late to do so this year so will need to come out of current funds. This is to be discussed in December when the next budget is put together.

SW asked for the current bank balance. JB explained it was as follows.

Current balance now = £6105.68

+ Precept (£1300)

* Budget items (£4504)
* Promised shed if purchased (£900)

**= £2001.68**

g) CG stated that we should not have more than 2x our precept in the pot. PJ stated that we always kept a reserve in the pot previously for an election should it be needed. CG said that she thought that PCs not longer had to pay for elections, but that we should clarify this with democraticservices@northyorkshirecouncil. JB to contact them to confirm.

h) PJ stated that we had also had 2x precept holidays in the past but had been criticised for doing so as it gave false impressions to newcomers moving to the area if they once didn’t have to pay and then suddenly did.

i) Precept will need to be increased next year to cover the budget. (Current charge £13.95.) Further discussions will need to be had as to what this figure will need to be in December when we have an idea of the next budget.

j) JB queried PJ as to whether he had received an answer from the insurance company as to why there was a 3-fold price increase this year. Neither PJ or JB have managed to get hold of anyone to answer this. JB said that the internal auditor had mentioned that this could have been because of the non-submitted AGARs. CG agreed that this may be the case. CG said that we must have public liability insurance.

**7. Appointment of third-party supplier to undertake defibrillator maintenance**

a) Defibrillators have been taken out of service due to out-of-date consumables. Cheque signed today for these to be replaced. The defibrillators will then be brought back into service by re-registering with the emergency services (The circuit) and distributing information to villagers.

b) JB stated that we will need to make sure that replacement pads are budgeted for every year in case they are used. Pads have a lifespan of 2 years and batteries a life span of 4 years.

c) SW voiced that maybe we should poll to see whether the defibrillators are wanted given the amount of money required to maintain them. Discussion was held and consensus was that we all knew of people that have benefitted from a defibrillator and that they should remain in place. JB reiterated that if we have them, they must be maintained and ‘rescue-ready’.

d) Further discussions are to be held as to whether we can obtain some funding to replace our current defibrillators. JB stated that there are newer versions on the market nowadays with cheaper consumables that will be more supportable than our current models which are now out of warranty. This is to be explored further in the next meeting.

e) JB stated that Community Heartbeat advice was to check the defibrillators at least once monthly, preferably weekly, and to record the check online. This is a simple ‘press a couple of buttons’ exercise and we should discuss who will cover off this activity at the next meeting.

**8. Scope for village linesman**

a) As per the audit, the Parish Council are not allowed to pay a linesman to mow the Church grounds as this is private land. Further discussions will need to be held next meeting as to the scope of his work (Due to time limitation in this meeting)

**9. Register of Assets and Inspection responsibility**

a) Due to time limitations of this meeting, the asset register and future responsibilities will be discussed in the next meeting

**10. Renewable Energy Study Review**

a) Due to time limitations of this meeting, this will be discussed in the next meeting

**11. Highways and Drainage**

a) Highways – JB advised that a lot of the potholes in Scrayingham have been filled in but will contact John Dickens at Highways again to see when further work is to be completed as there was a work order in place to complete what is known as Middle Lane that does not appear to have been done yet.

b) Drainage – No update from George Winn-Darley regarding the quotes. Nothing further has been done on this since the last meeting due to other priorities at FY end.

**12. Any Other Business**

a) JB raised that a structures license will need to be submitted for a bench outside of the new pond as part of the S106 grant for Friends of Scrayingham and Leppington group. The license requires an Insurance certificate, so the bench may need to be adopted by the PC going forward and become an asset of the PC. No objections. PJ mentioned that he used to arrange this via Simon Lyth, so this route may be a possibility.

**13. Date of Next Meeting**

a) An additional meeting will be arranged shortly to address the items not covered during this meeting due to time constraints. JB to advise on date and agenda.

Meeting closed at 19:40hrs