

## HARPHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 2<sup>nd</sup> October 2023 at 7.30 pm  
in Harpham Village Hall

28/23 Ms. K. Musgrove completed and signed the Acceptance of Office and Register of Pecuniary and Non-Pecuniary Interests Forms

29/23 Present Councillors Mr. I. Burdass, Mr. J. C. Burdass, Mr. D. Burkill, Mr. S. Harrison, Ms. K. Musgrove

30/23 Apologies for absence received from Councillor Mrs. S. Ostler

31/23 Declarations of pecuniary or non-pecuniary interest

Councillor K. Musgrove declared a pecuniary interest in planning 37/23

Councillor S. Harrison declared a non-pecuniary interest in the 38/23 Defibrillators/Village Hall

32/23 Open Forum – no items

33/23 The minutes of the last meeting having been circulated were agreed and signed – proposed Councillor J. C. Burdass– seconded Councillor I. Burdass

34/23 Matters arising - None

35/23 Parish Councillor Vacancies

There are 3 vacancies on the Parish Council

36/23 Correspondence

Rural Services Bulletin x 9

Humberside Police – Have your say Annual Police & Crime Survey – circulated

Councillor Leo Hammond – Portfolio Holder for Planning, Police & Communities – circulated

Humberside Police Newsletter x 2

East Riding of Yorkshire Enhanced Bus Partnership – circulated

Community Governance Review – draft recommendations – circulated/discussed

Launch of the public consultation for the East Riding Design Code – circulate/discussed

37/23 Planning

23/01193/PLF – Conversion of existing garage and outbuilding at ground floor to form 2 holiday lets with associated works – West End Farm, Main Street, Roston Parva – granted

23/00585/UNUSE3 The unauthorised use of land for the siting of a portacabin – 2 Mingle Dale Crossing, Out Gates, Lowthorpe - for information

### 38/23 Defibrillators

Councillor I. Burdass thanked Councillor Harrison for informing the Council with a fully detailed presentation regarding the future funding and administration of the 3 defibrillators located within the parish.

See added record - (Action 2/10/23/4 – S. Harrison (Post meeting note completed on 7/10/23)

### 39/23 Accounts

Precept - after discussion regarding the funding of the Defibrillators – Councillor Burkill proposed that the precept demand for 2024/25 should be £2800 – seconded Councillor Harrison – all in favour

Councillor I. Burdass proposed that the Parish Council Insurance due in January 2024 should be paid – seconded Councillor Burkill – all in favour

### 40/23 Any other business

Flooding in Ruston Parva- Councillor J. Burdass reported that there had been a serious problem with flooding in the centre of the village almost flooding local properties – Councillor Harrison proposed that Councillor J. Burdass represent the Council in any communication with the authorities and report back to the Parish Council- seconded Councillor I. Burdass

41/23 Proposed date of the next meeting Monday 8 January 2024 - 7.30 pm Harpham Village Hall.

Proposed dates for 2024 meetings - 8.1.24

1.4.24

1.7.24

7.10.24

There being no other business the meeting closed at 9.30 pm

## Post Meeting Note

### Minutes of Parish Meeting Held 2<sup>nd</sup> October 2023

#### 10. Defibrillators

In response to the letter from the Trustees of the Village Hall, dated 8<sup>th</sup> August 2023 asking for the parish council to take-over all future funding and administration of the 3 defibrillators located within the parish, councillor Harrison tabled a presentation (attached) to facilitate informed debate. The presentation covered:

- a) The background behind the request and the funding so far provided by the parish council to the Trustees towards the purchase and upkeep of the 3 devices;
- b) What taking-on the administration of the devices would involve;
- c) How many of these devices are managed by other similar sized parishes consisting of around 150 households and 300 to 350 residents;
- d) How likely one of these devices would be used based on national statistical evidence;
- e) Are 3 devices really needed, or could their number be reduced;
- f) The community demand for these devices;
- g) Various costed approaches that could be taken by the parish council towards the upkeep of the devices.

After lengthy discussion, the parish council agreed the way-forward below proposed by councillor Ian Burdass and seconded by councillor John Burdass.

- 1) The parish council would **not** take over the administration of the defibrillators for it always has proved, and continues to prove challenging to find volunteers to support its activities, and therefore felt that the Trustees would be better placed to recruit volunteer custodians for the devices when needed, particularly given their success so far. Also, the parish council has a purely cheque-based banking system that is not conducive to the distance buying of defibrillator items that can only be sourced over the internet. Whereas the Trustees have a banking system that is better suited for this purpose.
- 2) The parish council would take over all future funding of the 3 devices - In practice, it would expect the Trustees to seek authorisation to proceed with the procurement of any necessary related items, and following authorisation proceed to buy them and then invoice the parish council accordingly.
- 3) The parish council would take the following steps to secure the continued availability of the 3 devices:
  - a. Immediately authorise the Trustees to buy the urgently needed replacement pads and batteries for the devices in Harpham and Lowthorpe. The required circa £840 would be paid from parish council reserves, less unspent funding (£200) already provided to the Trustees;  
*Action 2/10/23/1 – S. Harrison (Post meeting note. Completed on 4/10/23)*
  - b. Increase the precept to provide from April 2024 an extra £400 per annum towards the upkeep of the 3 devices. This together with the existing £200 per annum already embedded in the precept since April 2021 should create sufficient reserves to buy

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future replacement pads & batteries for all 3 devices and to buy at least one replacement device in 2029.

*Action 2/10/23/2 – A. Tyler*

- c. In October 2024, and annually thereafter, to review the need to raise extra funding to purchase the two other replacement devices that will be needed in circa 2029, based on the continued willingness of the community to provide volunteer custodians in Harpham, Lowthorpe and Ruston Parva to check and report on the operational status of their local device to the National Defibrillator Network and to the Trustees of the Village Hall.

*Action 2/10/23/3 - All*

- 4) Councillor S Harrison took an action to draft a formal response to the related letter from the Trustees of the Village Hall to be sent by the Parish Clerk.

*Action 2/10/23/4 – S Harrison (Post meeting note. Completed on 7/10/23)*

# Defibrillator Administration

Prompted by letter received from the Trustees of The Village Hall, dated  
8<sup>th</sup> August 2023

# Background

- The Parish Council were told by councillor Bob Scutt in October 2018 that the Trustees of the Harpham Village Hall were raising funds to buy an Automated External Defibrillator (AED), and in response agreed to contribute £500 towards its purchase and to pay £50 per annum towards its subsequent upkeep
- The fund raising activities of the Trustees proved so successful that in 2019 they decided to buy not just one, but 3 AEDs and to locate them in Harpham, Lowthorpe and Ruston Parva respectively.
- The purchase of the 3 AEDs was done with good intentions, but without understanding the subsequent through life costs or how these would be funded
  - *These through life costs comprise: Changing life expired pads every 2 years; life expired batteries every 4 years and life expired units every 8 to 10 years. Also, the potential replacement of extra pads and batteries consumed during AED use, and the potential interim repair of a failed AED*
- In mid 2020, the Trustees asked the Parish Council to consider making further contributions to the upkeep of the 3 AEDs, and in response the Council agreed to contribute £200 per annum for the next 4 years by increasing the 2021/2 precept by £100 and releasing £100 from reserves

# Background Continued

- This £200/yr plus the previous £50/yr pledged in 2018 was believed to be sufficient to replace pads and batteries for the 3 AEDs based on costs provided to the Council by the Trustees (Bob Scutt)
  - *The Parish Council were led to believe by the Trustees that they would most likely conduct further fund raising activities in circa 2029 to cover the purchase of replacement AEDs*
- The Trustees have an imminent need to buy replacement pads and batteries for the Harpham & Lowthorpe AEDs and have found that the associated costs have risen by circa 40% since 2020 and exceed the funding so far provided by the Parish Council.
- A spending review indicates that it will now likely cost on average c.£1,200 per year to keep all 3 AEDs running, including their potential replacement in 2029.
- The Trustees do not believe that they can, or should be expected, to pay these forward costs, given the AEDs are community assets, and have asked the Parish Council to take over all funding activities necessary to keep the 3 AEDs available for future use.
- **The Trustees have also asked the Parish Council to take over the future management of the AEDs**

# What would administration of the AEDs involve?

- We would have to find & retain reliable volunteers in Harpham, Lowthorpe and Ruston Parva to check and report on the operational status of their local AED to the National Defibrillator Network (“The Circuit”) and to advise when replacement pads & batteries need to be bought
  - *Or, alternatively employ someone to perform this task*
  - *The Trustees have said that the 3 existing volunteers are willing to continue looking after their assigned AEDs, but a new volunteer will shortly be needed for the unit in Ruston Parva, as the present one is about to move out of the parish. The Trustees, based on past experience, are expecting this to prove difficult*
  - *No oversight of the activity of the volunteers is undertaken by the Trustees - This lack of oversight might be deemed inadequate for a public body, particularly if an AED is found to be non-operable when needed - We would probably want to check and record that the status of the AEDs is actually being reliably & regularly reported to The Circuit*
- We would be responsible for providing an electricity supply to each of the AED storage cabinets to power their internal heaters when the external temperature drops below 8deg.C
  - *The electricity consumed during winter by the cabinets in Harpham, Lowthorpe and Ruston Parva is presently paid for by the Trustees, the tenants of Bath Close Farm and the EYRC respectively.*
  - *We may be faced with having to arrange for the units in Harpham or Lowthorpe to be fitted to a streetlight, as per Ruston Parva, if the continued largesse of the Trustees and the tenants of Bath Close Farm to pay for the requisite electricity dissipates?*
- We would have to arrange insurance for the AEDs to cover their loss or damage



# So what is a volunteer expected to do?

- Register as the custodian of an AED with the National Defibrillator Network via their website
- At least once a month perform the checks below.
  - *The door lock & catch of the Cabinet are working freely*
  - *The internal cabinet heater feels warm to the touch, if outside temperature is below 8deg.C*
  - *The detachable cabinet LED light is working and replace the batteries if needed*
  - *The inspection window of the cabinet is clean and, if not, rectify*
  - *The AED pads are in life*
  - *The “Rescue Ready” indicator of the AED is green*
  - *Remove the AED from its case and open its lid - Confirm that the AED display works & automated voice prompts begin*
  - *Confirm that the number of battery indicator LEDs lit is consistent with the remaining life of the battery*
  - *The “Rescue Ready” indicator is green after closing the lid of the AED and returning it to its case*
- Report the operational status of the AED to “The Circuit” via their website

# How many AEDs are there in similar sized parishes?

- The vast majority of similar sized parishes in EYRC have only one AED
- In the few cases where there are 2 AEDs, the corresponding Parish Council appears to be responsible for only one of them
- No small parish other than Harpham has 3...

		2022/23	2011 Census		2023	
	Parish (130 - 160 Dwellings)	Precept	Residents	Households	AEDs in Parish *	Parish Council Owned ?
1	Wewick Parish Council	£2,000	297	130	1	Perhaps - Village Hall
2	Harpham Parish Council	£2,250	303	143	3	No
3	Isington Parish Council	£3,850	334	143	1	Perhaps - Village Hall
4	Sturton & Worsfale Parish Council	£4,000	345	146	2	1 Only
5	Broomfield Parish Council	£4,000	302	138	1	Perhaps - Village Hall
6	Foggathorpe Parish Council	£4,350	313	138	2	Perhaps 1, but other is at local pub
7	Fridaythorpe Parish Council	£4,500	310	140	2	1 Only, other at Farm
8	Atwick Parish Council	£4,500	315	153	1	Perhaps, out at local pub
9	Uggate Parish Council	£4,800	342	144	0	
10	Hayton & Sunby Parish Council	£4,900	360	151	2	Probably Not - Farm & Service Station
11	Rosedale Parish Council	£5,000	339	151	1	Perhaps, out at Private Residence
12	Askeby Parish Council	£5,350	351	145	1	Perhaps, out at local pub
13	Beswick Parish Council	£5,600	357	153	2	1 Only
14	Lund Parish Council	£5,610	308	147	1	Yes
15	Bissett & Uffome Parish Council	£5,000	239	130	1	No - Holiday Park
16	North Dalton Parish Council	£6,300	302	143	1	Perhaps - Main Street
17	Ellerker Parish Council	£5,300	307	134	2	1 Only, other at Private Company
18	Blacotofe Parish Council	£5,500	322	146	0	
19	Cutton Parish Council	£5,800	348	142	2	1 Only, other at Local Inn
20	Horncastle & Trosthorpe Parish Council	£5,990	275	137	1	Yes
21	Luxton Parish Council	£7,543	314	145	0	
22	Goedall Parish Council	£8,738	356	157	1	Perhaps - Main Street
23	East Cottingham Parish Council	£8,800	340	151	1	Yes

\* Determined by comparing AED locations provided by <https://www.defibfinder.uk> with parish boundary maps provided by the East Riding Intelligence Hub

# How likely will an AED be used?

- According to a Parliamentary Briefing in June 2023 on public access to defibrillators:
  - *Out-of-hospital Cardiac Arrest (OHCA) affects 80,000 patients per year in the UK. Around 80% of these OHCA's occur in the home, and around half are witnessed by another person. Survival rates for an OHCA are 70% if CPR & defibrillation is applied to the victim within 5 minutes, but this drops by 10% for every minute of delay thereafter.*
- So, there are around 32,000 instances per year in the UK where a witness might help save a life by using an AED ahead of the arrival of the emergency services. In 2021 the UK population over the age of 55 was around 21.1m, and assuming that an OHCA mainly affects this age group, then **the probability of an AED being put to use by a witness is at best around 1 in 658**
  - *However, in practice the probability will be much less, as not all of these witnesses would be willing to leave the victim to fetch it, nor be confident to put it to use.*
- Since their installation none of the present 3 AEDs have actually been used. However, the Trustees have been asked by the national defibrillator network to check and report on the status of the unit in Harpham on 3 occasions following its potential use, and similarly the unit in Ruston Parva once

# Do we need 3 AEDs?

- As mentioned on a previous slide, for an OHCA victim's survival rate to better 10%, then CPR & defibrillation need to be applied to the victim within 11 minutes of the cardiac arrest
  - *In practice, perhaps a witness will spend the first 3 minutes of this time in dialogue with the emergency services before going to fetch an AED. If so, then the AED must be located within 600m of the OHCA to be of any use, assuming the witness is able to run on foot at 9km/hr, which is typical of someone over the age of 55.*
- We have a population of 314 (2021 census) roughly concentrated: 41% in Harpham; 31% in Lowthorpe and 28% in Ruston Parva
  - *All residents in Harpham live within 560m of the AED located at the Village Hall*
  - *Vast majority of residents in Ruston Parva live within 480m of the AED located near the entrance to Pasture Farm*
  - *Around half of the residents in Lowthorpe live within 600m of the AED located at Bath Farm*
- So, the 3 AEDs are presently well located to be accessed by foot by most of our community – Any reduction in the number will lead to more residents having to fetch an AED by car.

# Community demand for an AED?

- The AEDs were originally imposed on the community by the Trustees without asking their views, so we do not know how much their presence is actually valued by our residents
  - *The procurement of the AEDs was originally championed by a single individual, who later distanced himself from their management a year after they were bought*
  - *The funding to buy them largely came from the Lisset Wind Farm Fund, the Parish Council and the generosity of two local businessmen rather than from donations given by the community at large*
  - *The Trustees have struggled to find local volunteers, particularly in Ruston Parva, to monitor and report their operational status to the National Defibrillator Network*
  - *A News Letter distributed around the parish by the Trustees in July 2023, which described the funding problem, has been met with community silence and no one has contacted the Parish Council to ask what our intentions are*
- So, it is hard to gauge what the community's reaction would be to a significant hike in the precept to fund the running of the 3 AEDs, or their possible removal
- **However, the difficulty in finding voluntary custodians for the AEDs perhaps speaks volumes about the community's true desire for the AEDs**

# Some Costed Ways Forward

- Option 1 - Offer no more contributions
  - *Meaning continue with the existing £250 per year contribution, but what would this achieve?*
- Option 2 - Take full custodianship of the 3 AEDs
  - *Meaning on-going replacement of pads, batteries AND units, as and when needed*
- Option 3 -Take full custodianship of only 1 AED
  - *Meaning upkeep and replacement of ONE unit only, as and when needed*
- Option 4 – Full custodianship of one AED, but part upkeep of the other 2
  - *Meaning upkeep and replacement of ONE unit, as and when needed, and*
  - *Upkeep of pads & batteries on the other 2 AEDs until 2029 – No planned procurement of corresponding replacement units*

# Option 1 - Offer no more contributions

- The existing £250/year contribution would buy pads and batteries for 1 AED, but not its replacement in 2029
- 2 units would become inoperable around October 2023, due to lack of in-life pads and working batteries
  - *Breaking News - The unit in Harpham is now no longer available for use, as its battery has just expired*
- The community would then have to rely more on other AEDs located outside the parish in Burton Agnes, Kilham, Kelk and Nafferton reachable only by car
- Not really a long term solution, as extra funding would still need to be found to buy a replacement unit in 4 to 6 years time

# Option 2 – Take full custodianship of the 3 AEDs

- Immediate need to find £835 to buy replacement pads & batteries for the AEDs in Harpham & Lowthorpe, equating to near the whole of our financial reserves
- The present precept would then have to be increased by circa 41% to maintain all 3 defibrillators after allowing for the existing £250 contribution (see below). So, around 36% of the total precept in 2024 would then be driven by the AED running costs

Prices have risen 40% in last 3 years, equating to 12% per year - Below assumes a more modest 6% per year from hereon

(defibwarehouse.co.uk)	Prices (inc. VAT)	Future Prices (inc. VAT)						
	2023	2023	2024	2025	2026	2027	2028	2029
Price growth (6% per year)		1.0000	1.0600	1.1236	1.1910	1.2625	1.3382	1.4185
Replacement Pads (Ruston Parva)	£70.80		£75.05		£89.38		£94.75	
Replacement Pads (Harpham)	£70.80	£70.80		£79.55		£89.38		
Replacement Pads (Lowthorpe)	£70.80	£70.80		£79.55		£89.38		
Replacement Batteries	£346.80	£693.60	£367.61		£826.09	£437.83		
Replacement AEDs	£1,230.00							£5,234.34
<b>Totals (in year)</b>		<b>£835.20</b>	<b>£442.66</b>	<b>£159.10</b>	<b>£915.47</b>	<b>£616.59</b>	<b>£94.75</b>	<b>£5,234.34</b>
<b>Cummulative Totals</b>		<b>£835.20</b>	<b>£1,277.86</b>	<b>£1,436.96</b>	<b>£2,352.43</b>	<b>£2,969.02</b>	<b>£3,063.77</b>	<b>£8,298.11</b>
Average per year from 2024	£1,243.82	to keep all 3 units running with only one set of pads/unit						
	£993.82	less existing £250 per year contribution						



# Option 3 - Take full custodianship of only ONE unit

- Would be consistent with the number of AEDs funded and managed by similar sized parishes, but may lead to discontent within parts of the parish that loose “foot access” to an AED
- Would avoid having to impose a significant precept increase on residents that are possibly under financial stress
  - Would require the precept to be increased by circa £220 (see below), and would create certainty over how its replacement would be funded in 2029
  - Circa 16% of the total precept in 2024 would then be solely driven by the upkeep of this ONE unit.

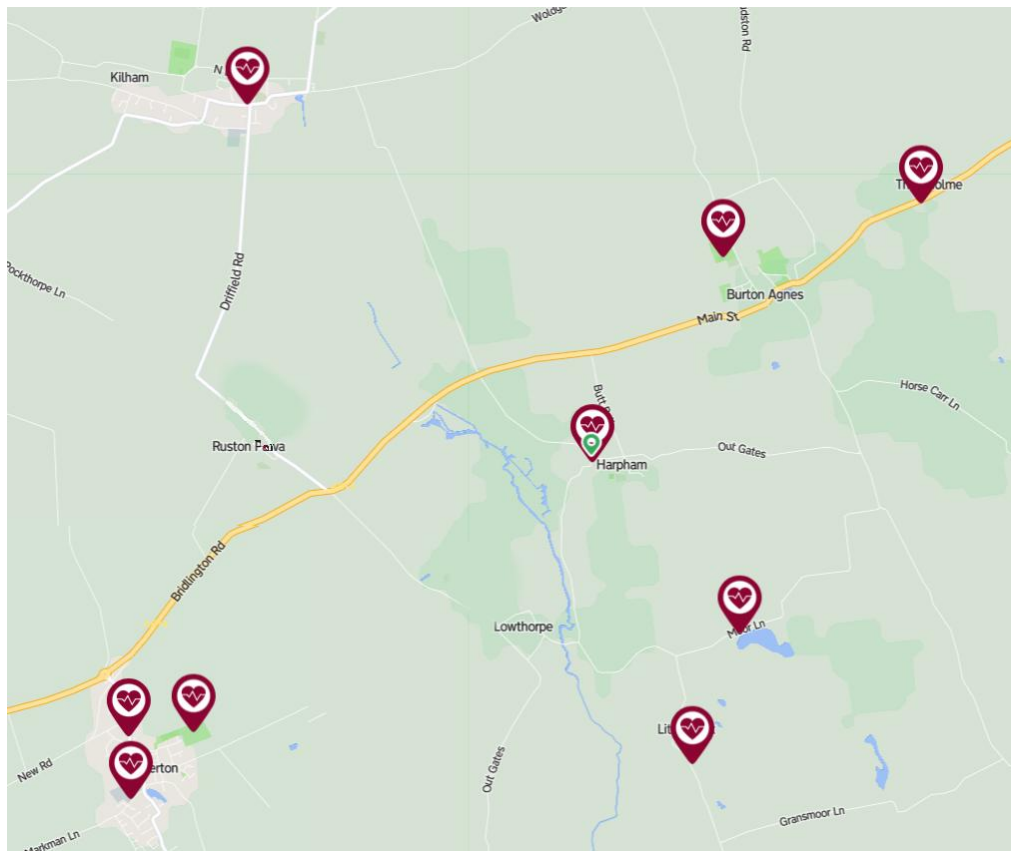
(defibwarehouse.co.uk)	Prices (inc VAT)	Future Prices (inc VAT)						
	2023	2023	2024	2025	2026	2027	2028	2029
Price growth (6% per year)		1.0000	1.0600	1.1236	1.1910	1.2625	1.3382	1.4185
Replacement Pads (Ruston Parva)	£70.80		£75.05		£89.38		£94.75	
Replacement Batteries	£346.80		£367.61			£437.83		
Replacement AEDs	£1,230.00							£1,744.78
Totals (in year)		£0.00	£442.66	£0.00	£89.38	£437.83	£94.75	£1,744.78
Cummulative Totals		£0.00	£442.66	£442.66	£532.04	£969.87	£1,064.61	£2,809.39
Average per year from 2023	£468.23	to keep 1 unit running						
	£218.23	less existing £250 per year contribution						

## Option 3 - Where best to site a single AED?

- To avoid having to immediately find £418 to buy a set of pads and a battery it would be best to take custodianship of the unit located in Ruston Parva and to decommission the units in Harpham & Lowthorpe when their pads/batteries expire later this year.
- The unit in Ruston Parva would then be relocated to Harpham, where it could be quickly reached on foot by the majority of our residents
  - *We will subsequently need to ask the Highways Department to remove the cabinet from the street light in Ruston Parva, which may attract a cost.*
  - *An existing volunteer (S Harrison) would continue to monitor and report the status of this unit to the National Defibrillator Network*
- Our residents in Ruston Parva and Lowthorpe would now need to drive 1.8 miles to their nearest AED
  - *Can these be fetched by car within 8 minutes, or would it be better to wait for the emergency services to arrive?*

## Option 3 – Resulting Map of AED locations

- Residents in Lowthorpe and Ruston Parva would now need to travel 1.7 miles and 2.6 miles respectively by car to reach the unit in Harpham
- Or travel by car to the other nearest AEDs shown
  - *Units in Kelk or Nafferton are both 1.8 miles from Lowthorpe by car*
  - *A Unit in Kilham is 1.9 miles from Ruston Parva by car*



## Option 4 – Full custodianship of one AED, but part upkeep of the other 2

- Community access to defibrillators would remain unchanged for another 4-6 years, but eventually 2 units would become inoperable – Partially “kicks the problem down the road”
- Immediate need to find £835 to pay for replacement pads and batteries for the units in Harpham & Lowthorpe
  - *Might be partially offset by claw-back of unspent funding already provided to the Trustees*
- Would necessitate a circa £200 increase in next years precept (as per Option 3)
- Could consider upping the precept again in 2025, or thereafter to keep all 3 AEDs in use, **or decommissioning unit(s) if a voluntary custodians cannot be found**

# Discussion

- Your views please – Do we have the capability to take over full management of one or more of the AEDs and, are we willing to increase the precept by the necessary amount ?