

# Hayton & Burnby Parish Council

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An Ordinary Meeting of Hayton & Burnby Parish Council was held on **Wednesday 11<sup>th</sup> March 2026** in the Village Hall, Hayton.

Present: Cllrs Ellis (Chair), Nicholson, Stonehouse and Wagstaff  
Ward Cllr Cary  
The Clerk  
1 member of the public

The Minutes from this Meeting appear below.

## Minutes

The Meeting opened at 7:00pm.

### 2025.150 **Chair's Welcome**

Cllr Ellis welcomed everyone to the Meeting.

### 2025.151 **Apologies**

*To receive and agree or note apologies for absence from the Meeting*

- Apologies had been received from Cllrs Sedcole, Thackray and Ward, which were noted
- Apologies had also been received from Ward Cllrs Hammond and West

### 2025.152 **Declarations of Interest**

(a) *To receive Declarations of Pecuniary or Non-Pecuniary Interest in any Agenda item*

There were no Declarations of Interest

(b) *To note any Grants of Dispensation*

There were no Grants of Dispensation

### 2025.153 **Public Participation**

*To resolve that the Meeting is suspended for a period of up to 15 minutes to allow for public participation. **Please note that discussion is not permitted during this session.***

There was no suspension of the Meeting as the member of the public did not wish to address the Parish Council under this item.

### 2025.154 **Minutes**

(a) *To adopt the Minutes of the Ordinary Meeting held on Wednesday 11<sup>th</sup> February*

The Minutes of the Ordinary Meeting held on Wednesday 11<sup>th</sup> February were agreed to be a true and accurate record of that Meeting and were signed by Cllr Ellis

(b) *To review each of the Action Points from the Minutes of the January Meeting*

- The Clerk had invited Karl Rourke to this Meeting, and had forwarded the resident's correspondence to him for actioning

**ACTION:** Clerk to liaise with Hattie Dornan regarding payment for the Burby design and with Bob Wilson regarding the installation of, and invoice for, the two history boards

Initials:

# ***Hayton & Burnby Parish Council***

**ACTION:** Ward Cllr Cary to liaise with the other Ward Councillors regarding the below;

- gravel which has accumulated beneath the bridge on the A1079
- the recent flooding of the garage forecourt
- pruning of cherry trees adjacent to the bust shelter
- a recent pothole on Back Lane
- a pothole which has reformed in the layby at the exit of Hayton village
- potholes which have reformed outside The Vicarage in Hayton

**ACTION:** size of perspex panel in the bus shelter to be measure and quotes sought

- items had been added to the Agenda for this Meeting to discuss the bus shelter perspex, the Schedule of Meetings for 2026-27, and management of the defibrillators

## **2025.155 Live Labs 2**

*To receive a final update on the Live Labs 2 project from Karl Rourke of ERYC.*

Karl Rourke provided the following updates;

- the Department of Transport trial period finishes at the end of March
- locations for the new lights to replace the short bollards on the westbound carriageway have been spray-marked, and installation is expected to take place in mid-April
- there will be 18 of the replacement lights compared to 50 of the short bollards
- lighting on the side roads is due to be updated in late-Summer
- the replacement lights will be on 3-metre columns similar to those on the eastbound carriageway, but with an improved top section, and it is expected that the lights on the eastbound carriageway will also be changed over to the improved version in due course

Cllr Wagstaff noted that a number of road marking lines are facing in the wrong direction

**ACTION:** Karl Rourke to raise this with the relevant Department at ERYC

Cllr Ellis asked when the old street light columns would be removed. Karl Rourke advised this work is scheduled to be carried out at the end of April

Cllr Wagstaff noted the lack of lighting where Town Street meets the A1079

**ACTION:** Karl Rourke to arrange for limited lighting to be installed near to the noticeboard

- the scheme is due to be expanded across the region, with around 2,500 streetlights earmarked for removal
- a Summary Report is due to be produced, and cameras will continue to capture data for another two years
- the trial has seen speeds reduce by 7-10%, with only two incidents being recorded, of which only one resulted in vehicle damage
- the scheme is expected to yield significant financial and carbon savings

Cllr Wagstaff asked about the data that has been captured for cyclists in the area

**ACTION:** Karl Rourke to send the data on cyclists to the Clerk and to Ward Cllr Hammond

**ACTION:** Clerk to ask Ward Cllr Hammond about possible grant funding from the Active Travel Fund to install cyclist / pedestrian lanes along each footpath

**ACTION:** Karl Rourke to arrange a site walk with Councillors during the first half of April

## **2025.156 Ward Councillors' Reports**

*To receive a report from the Ward Councillor(s) present at the Meeting.*

There were no further updates from the Ward Councillors at this time, but the Action Points noted under Item 2025.154 will be followed up by Ward Cllr Cary.

Initials:

# Hayton & Burnby Parish Council

## 2025.157 Finance

- (a) *To review and approve the Accounts, Bank Statement and Bank Reconciliation*  
The Accounts, Bank Statement and Bank Reconciliation were reviewed and approved by Cllrs Nicholson and Stonehouse
- (b) *To review and approve the Schedule of Payments*  
The Schedule of Payments was reviewed and approved by Cllrs Nicholson and Wagstaff

R. Mills	Repayment for Defibrillator Pads	£75.18
ICO	Registration Fee Renewal (2026-27)	£47.00
Unity	Service Charge (Jan)	£6.00
The Clerk	Clerk's Salary (Feb)	(redacted)

- (c) *To review and approve the Budget for the 2026-27 Council year*  
RESOLVED: The Budget was reviewed and approved by Cllr Ellis

## 2025.158 History Boards

*To receive any further updates on the installation of the two village history boards.*  
The Clerk noted that the two history boards had been made by M4UK and had been collected from York by Cllr Ward. They are now awaiting installation by Wilson Services. After installation, a number of user surveys will need to be completed and submitted to ERYC along with invoices for the manufacture and installation of the boards.

## 2025.159 Policy Updates

*To review and adopt revisions to two policies and to review and adopt two new policies;*

(a) *Standing Orders*  
(b) *Financial Regulations*  
(c) *IT Policy*  
(d) *Data Protection Policy*

RESOLVED: All of the four policies were adopted  
**ACTION:** Clerk to update the Parish Council website to reflect the above changes

## 2025.160 Schedule of Meetings

*To agree the Schedule of Meetings for the 2026-27 Council year.*  
RESOLVED: Ordinary Meetings will continue to be held on the second Wednesday of the month, with the exceptions of August and December when there will not be a Meeting.  
**ACTION:** Clerk to produce a Schedule of Meetings for the website and noticeboards.

## 2025.161 Parish Council e-mail address

*To agree the format and lettering for the new .gov.uk Parish Council e-mail address (The suffix can be "parishcouncil.gov.uk", "parish.gov.uk" or "-pc.gov.uk")*  
RESOLVED: The new e-mail address will be [Clerk@HaytonBurnbyParishCouncil.gov.uk](mailto:Clerk@HaytonBurnbyParishCouncil.gov.uk)  
**ACTION:** Clerk to action this with Parish Online and to update counterparties in due course.

## 2025.162 Bus Shelter

*To receive any updates on the replacement of perspex panels in the bus shelter to improve visibility and the request for pruning of nearby trees.*  
RESOLVED: This item will be deferred until the April Meeting to allow time for measurement of the perspex panel and for quotes to be sought.

Initials:

# **Hayton & Burnby Parish Council**

## **2025.163 Defibrillators**

*To discuss the current arrangements for the monitoring and management of the two defibrillators within the Parish.*

**ACTION:** Clerk to be provided with contact details for the person who looks after the defibrillator in each village and then to contact the two people to confirm the arrangements.

## **2025.164 Councillors' Reports**

*To receive updates from Councillors on any urgent issues which have arisen since the Agenda was published. **Please note that no decisions can be made during this item.***

There were no urgent issues to be raised.

## **2025.165 Date of next Meeting**

(a) *To confirm the date for the next Ordinary Meeting in April*

RESOLVED: The next Ordinary Meeting will be held on **Wednesday 8<sup>th</sup> April** at **7:00pm** in the Village Hall, Hayton

(b) *To note any items for inclusion on the Agenda for the next Meeting*

**ACTION:** Clerk to receive items for inclusion and add them to the Agenda  
- bus shelter perspex

The Meeting closed at 8:30pm.

Signed to confirm the above Minutes are a true and accurate record of the Meeting:

Date: Wednesday 8<sup>th</sup> April 2026

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Cllr Simon Ellis, Chair of Hayton & Burnby Parish Council