

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

59 Eastfield Road, Driffield, East Yorkshire YO25 5EZ  
Telephone 07832 688032  
e-mail [haytonburnbypc@gmail.com](mailto:haytonburnbypc@gmail.com)  
Website <https://haytonandburnbyparishcouncil.eastriding.gov.uk>

All members of the Parish are invited to attend the Annual Parish Meeting to be held on **Wednesday 14<sup>th</sup> May 2025 at 7:00pm** in the Village Hall, Hayton.

The Agenda for this Meeting appears below

*Simon Ellis*

Chair of Hayton & Burnby Parish Council  
Date: 9<sup>th</sup> May 2025

All members of Hayton & Burnby Parish Council are hereby summoned to the Annual Parish Council Meeting to be held on **Wednesday 14<sup>th</sup> May 2025 at 6:30pm** in the Village Hall, Hayton.

An Ordinary Meeting of the Parish Council will be held after the Annual Parish Meeting.

The Agendas for both Meetings appear below

Members of the public are welcome to attend both Meetings and may address the Parish Council during the Public Participation session.

*Andrew Buxton*

Clerk to Hayton & Burnby Parish Council  
Date: 9<sup>th</sup> May 2025

## **Agenda - Annual Parish Council Meeting**

1. Chair's Welcome
2. To receive and agree or note apologies for absence from the Meeting
3. To receive nominations for Chair
4. To review the Internal Auditor's Report
5. To approve and sign the AGAR 2024-25 Part 2 Certificate of Exemption
6. To approve and sign the AGAR 2024-25 Section 1 Annual Governance Statements
7. To approve and sign the AGAR 2024-25 Section 2 Accounting Statements

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## **Agenda - Annual Parish Meeting**

1. Chair's Welcome
2. To adopt the Minutes of the Annual Parish Meeting held on 23<sup>rd</sup> May 2024
3. To receive a proposal that those who live outside the parish be allowed to speak at the meeting.
4. To receive an update on the Live Labs Project
5. To receive questions and comments from members of the Parish present at the Meeting

## **Agenda - Ordinary Meeting**

1. Chair's Welcome
2. To receive and agree or note apologies for absence from the Meeting
3. Declarations of Interest
  - (a) To receive Declarations of Pecuniary and Non-Pecuniary Interest in any Agenda item
  - (b) To note any Grants of Dispensation
4. Minutes
  - (a) To adopt the Minutes of the Ordinary Meeting held on 9<sup>th</sup> April 2025
  - (b) To consider any matters arising from the Minutes of the above Meeting
5. Public Participation

To resolve that the Meeting is suspended for a period of up to 15 minutes to allow for public participation.
- 6 Ward Councillors' Reports

To receive a report from the Ward Councillor(s) present at the Meeting
7. Finance
  - (a) To review and approve the Accounts, Bank Reconciliation and Schedule of Payments
  - (b) To approve any receipts for expenditure
  - (c) To approve the Clerk's salary and Working From Home payment

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8. To receive updates from the Clerk
9. To adopt the updated
  - (a) Model Standing Orders
  - (b) Model Financial Regulations
10. To receive and note the Notice of Decision for Planning Application 25/00539/PLF  
*Erection of extension to existing general purpose agricultural building  
Burnby Grange, Back Lane, Burnby, East Riding of Yorkshire YO42 1RS*
11. To receive updates from Councillors and to note items for discussion at the next Meeting
- 12 Date of next Meeting
  - (a) To resolve that the next Ordinary Meeting will be held on  
**Wednesday 9<sup>th</sup> June 2025 at 7:00pm** in the Village Hall, Hayton
  - (b) To receive any other items for inclusion on the Agenda for the next Meeting