

Hayton & Burnby Parish Council

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The Annual Parish Council Meeting of Hayton & Burnby Parish Council was held on **Wednesday 13th May 2026** in the Village Hall, Hayton. This was followed by the Annual Parish Meeting and then by an Ordinary Meeting of the Parish Council.

NOTE: The Minutes from the Annual Parish Meeting are published as a separate document.

Present: Cllrs Ellis (Chair), Ward (Vice-Chair), Nicholson, Stonehouse, Thackray and Wagstaff
Ward Cllr West
The Clerk
2 members of the public

The Minutes from these Meetings appear below.

Minutes – Annual Parish Council Meeting

The Annual Parish Council Meeting opened at 6:30pm.

2026.12 Nominations for Chair

To receive nominations for Chair.

RESOLVED: Cllr Nicholson nominated Cllr Ellis for Chair. Seconded by Cllr Thackray.
All in favour. Cllr Ellis accepted the position of Chair.

2026.13 Chair's Declaration of Acceptance of Office

To record the Chair's Declaration of Acceptance of Office.

The Chair's Declaration of Acceptance of Office was signed by Cllr Ellis and the Clerk.

2026.14 Chair's Welcome

Cllr Ellis welcomed everyone to the Meeting.

2026.15 Apologies

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

- apologies had been received from Cllr Sedcole, which were noted
- apologies had also been received from Ward Cllrs Cary and Hammond

2026.16 Nominations for Vice-Chair

To receive nominations for Vice-Chair.

RESOLVED: Cllr Nicholson nominated Cllr Ward for Vice-Chair. Seconded by Cllr Thackray.
All in favour. Cllr Ward accepted the position of Vice-Chair.

2026.17 Accounts Review

To receive a brief review of the accounts for the 2025-26 Council year.

The Clerk gave a brief review of the accounts for the 2025-26 Council year ahead of the Annual Governance & Accountability Return documents being reviewed and signed.

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2026.18 Annual Governance & Accountability Return (AGAR)

To receive the Annual Internal Audit Report from the 2025-26 AGAR.

The Annual Internal Audit Report had been received from Elkerlodge Services, with recommendations to undertake website accessibility tests and to increase the catalogue of Minutes to 2015. The Clerk will take these matters forward during the course of the year.

2026.19 Annual Governance & Accountability Return (AGAR)

To sign the Certificate of Exemption from the 2025-26 AGAR.

RESOLVED: The Certificate of Exemption was signed by Cllr Ellis and the Clerk.

2026.20 Annual Governance & Accountability Return (AGAR)

To approve and sign Section 1 Annual Governance Statement from the 2025-26 AGAR.

RESOLVED: The Annual Governance Statement was signed by Cllr Ellis and the Clerk.

2026.21 Annual Governance & Accountability Return (AGAR)

To approve and sign Section 2 Accounting Statements from the 2025-26 AGAR.

RESOLVED: The Accounting Statements were reviewed by those present and were signed by Cllr Ellis and the Clerk.

The Annual Parish Council Meeting closed at 6:55pm.

Minutes – Ordinary Meeting

The Ordinary Meeting opened at 7:15pm following the conclusion of the Annual Parish Meeting.

2026.27 Chair's Welcome

Cllr Ellis welcomed everyone to the Meeting.

2026.28 Apologies

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

- apologies had been received from Cllr Sedcole, which were noted
- apologies had also been received from Ward Cllrs Cary and Hammond

2026.29 Declarations of Interest

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

Cllr Wagstaff declared a Non-Pecuniary Interest as a member of the Hayton Village Hall Committee

(b) *To note any Grants of Dispensation*

There were no Grants of Dispensation

2026.30 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 members of the public did not wish to address the Parish Council under this item.

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2026.31 Minutes

- (a) *To adopt the Minutes of the Ordinary Meeting held on Wednesday 8th April 2026*
The Minutes of the Ordinary Meeting held on Wednesday 8th April 2026 were agreed to be a true and accurate record of that Meeting and were signed by Cllr Ward
- (b) *To review each of the Action Points from the Minutes of the April Meeting*
- **ACTION:** Ward Cllr Hammond to liaise with ERYC regarding gravel under the bridge on the A1079 (carried forward)
 - **ACTION:** Ward Cllrs to arrange a site visit with an ERYC Highways Engineer to investigate the flooding on the forecourt at Hayton Service Station (carried forward)
 - **ACTION:** Ward Cllr Hammond to ask ERYC to review the cherry trees adjacent to the bus shelter as they are still obstructing the view from high-seated vehicles (carried forward)
 - the potholes in the layby at the exit of Hayton Village and outside The Vicarage in Hayton have been reported
 - the perspex panel for the bus shelter at Hayton has been measured
ACTION: Cllr Ward to look into where best to source a replacement panel
 - **ACTION:** Clerk to invite Karl Rourke to the June Meeting
 - **ACTION:** Clerk to contact the people looking after the two defibrillators and confirm arrangements with them (carried forward as ongoing)
 - **ACTION:** Ward Cllr Hammond to liaise with ERYC regarding flooding on Everingham Lane and installing "Passing Place" signs in the layby at the exit of Hayton village
 - items for the "Do It For East Yorkshire" grant scheme and for the bus shelter perspex have been added to the Agenda for this Meeting

2026.32 Ward Councillors' Reports

- (a) *To receive a report from the Ward Councillor(s) present at the Meeting*
- the overgrown hedge on Town Street in Hayton has been reported
 - a parking issue on Town Street in Hayton has also been reported
 - [Hedgehog Awareness Week](#) had taken place between 3rd and 9th May 2026. Ward Cllr West highlighted a significant decline in the hedgehog population over recent years.
 - The Ward Cllrs are due to attend a Briefing from the Humberhead Solar project on Thursday 21st May
- (b) *To agree the next steps regarding an overgrown hedge in Hayton*
The overgrown hedge has been reported to ERYC by the Ward Cllrs, and the issue will be monitored and followed up as necessary until resolved

2026.33 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 Thackray and Wagstaff
- (b) *To review and approve the Schedule of Payments*
The Schedule of Payments was reviewed and approved by Cllrs Nicholson and Stonehouse

Elkerlodge Services	Internal Audit Fee 2025-26	£168.00
HMRC	Clerk's PAYE (January / February / March)	(redacted)
Clerk	Clerk's Salary (April)	(redacted)
Clerk	Clerk's WFH Allowance (April)	(redacted)
Unity	Service Charge (March)	£7.00

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- (c) *To agree a transfer from the Current Account to the Savings Account following receipt of the first instalment of the Precept*

RESOLVED: It was agreed to transfer £2,000 from Current Account to Savings Account

ACTION: Clerk to process the transfer as soon as possible

2026.34 Planning

To consider the below Planning Application.

26/00833/VAR

*North Farm Wind Turbines, Thorpe Le Street Road, Thorpe Le Street, East Yorkshire
Variation of Condition 6 (turbine make and model) and Condition 14 (approved plans) and submission of details required by Condition 2 (route access survey) and Condition 3 (aviation lighting scheme) of planning permission 22/03694/PLF (Installation of a 1MW wind turbine (89.9m high to tip, 59.4m high to hub, 61m blade diameter) following removal of existing 46m high wind turbine) to substitute turbine make and model of same parameters [E483436.4, N444181.7]*

RESOLVED: The Parish Council has no objection to this Planning Application and adopts a Neutral position

ACTION: Clerk to enter the above as a Consultee Comment on the ERYC Planning Portal

2026.35 Parish Noticeboards

To discuss the condition of the noticeboard in each village, and to agree a plan for their repair and ongoing maintenance.

The noticeboards in each village would benefit from repair. The Burnby noticeboard appears to just require sanding and treating with varnish. The Hayton noticeboard may require more work and it may be more cost-effective to replace rather than repair.

ACTION: Clerk to add this item onto the Agenda for the June Meeting for further discussion

2026.36 Bus Shelter

To receive any updates on the replacement of perspex panels in the bus shelter at Hayton.
from 2026.31 (b) above;

- the perspex panel for the bus shelter at Hayton has been measured

ACTION: Cllr Ward to look into where best to source a replacement panel

2026.37 "Do It For East Yorkshire" Grant Scheme

To receive any updates on the 2025-26 grant application to the "Do It For East Yorkshire" grant scheme, and to consider any suggestions for a fresh application for 2026-27.

The second and final instalment of the grant monies from 2025-26 has been received, and a VAT reclaim will be submitted to HMRC for the VAT paid on the manufacture and installation of the two history boards. Suggestions towards a fresh application for 2026-27 are invited.

2026.38 Schedule of Meetings

To consider a change in the day of the Ordinary Meetings to facilitate Councillor and Ward Councillor attendance.

RESOLVED: A change of Meeting day is possible, providing it is practicable for all parties

ACTION: Clerk to contact those involved to confirm suitability of the proposed date change

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2026.39 Date of next Meeting

(a) *To agree the date for the next Ordinary Meeting*

The next Ordinary Meeting will be held on Wednesday 10th June at 7:00pm in Hayton Village Hall

NOTE: the dates for future Meetings may change, as per 2026.38 above

(b) *To note any items for inclusion on the Agenda for the above Meetings.*

ACTION: Clerk to receive motions to be added to the Agenda for the June Meeting
- repairs to village noticeboards

The Ordinary Meeting closed at 8:45pm.

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

Date: Wednesday 10th June 2026

Cllr Simon Ellis, Chair of Hayton & Burnby Parish Council