

Hayton and Burnby Parish Council

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Minutes of Hayton and Burnby Parish Council Meeting held on Wednesday 12th March 2025 at 7pm in Hayton Village Hall

Present: Cllrs Ellis (Chair), Nicholson (Vice Chair), Stonehouse, Wagstaff, Ward and Clerk – Ruth Jackman also Ward Cllrs West, Hammond & Carey.

And Andrew Buxton new Clerk to the Parish Council from end of March

One member of the public

187/24 Welcome and Apologies.

Apologies were received from Cllr Sedcole & Thackray

188/24 To receive any Declarations of Pecuniary or non-Pecuniary Interest

Non pecuniary interest received from Cllr Wagstaff in relation to Village Hall & Hayton News

Pecuniary interest received from Cllr Nicholson in relation to the planning application

189/24 To agree the minutes of the meetings held on 8th January 2025

Resolved

190/24 To resolve that the meeting is temporarily suspended to allow for a period of public participation (up to 15 minutes)

Resolved

- a. Member of public thanked the Parish Council for the grant that had been provided to Burnby Friends
- b. Ward Cllr West spoke about a drainage survey for Burnby due before the end of the current financial year, the roundabout at the Balk. Ward Cllr Hammond spoke about the drainage issues from the A1079 into Everingham Lane & these have now been sorted. Ward Cllr Carey mentioned about the proposed Ward Boundary changes.

191/24 To discuss & agree actions regarding

- a. Flood wardens/Flood plans/Gullies – Flood wardens should be receiving information regarding training dates & PPE this month from East Riding of Yorkshire Council. New gully in plan for Pocklington Lane in Burnby. Gully survey report sent to Councillors 24th February. Hayton gullies & drains when were they last surveyed – this was passed to the Ward Cllrs. A flood plan is needed for Hayton. Ward Cllr Hammond is looking into contact details for the Environment Agency. Hayton & Burnby Parish Council will not be adopting the Burnby flood plan as they have no duties or powers under Government legislation in regard to the flooding of highways or land and, are not able to take on the liability.

192/24 Update on LiveLabs 2 from Karl Rourke & Steve Whitbread from East Riding of Yorkshire Council

Pedestrian lights in place, electrical connection should by mid April. Advance notice will be given when the lights are to be turned off. Dark sky event new date to be arranged. Audio sensor monitors to be put in place along the A1079 & other locations in the village to monitor the behaviour of the birds, bats & moths both before the lights are turned off & after.

193/24 To note the Clerks report

Unity account is now open. Barclays account is now closed. New Clerk will need to open savings account. Emergency response questionnaire for ERYC to be completed by new Clerk. Internal Audit date set for 7th May, new Clerk to confirm. Ongoing work to enable smooth handover to new Clerk. Once Burnby's History Boards are in place they can be gifted to the Parish Council, added to the asset register & covered on the Parish council public liability insurance.

Signed 

194/24 To agree to adopt the following

- a. Privacy Notice – for employees, councillors & role holders**
- b. Schedule of charges & fees for council information**
- c. Publication scheme under Freedom of Information Act 2000**

Resolved to adopt them all

195/24 Finance

a. To examine & sign bank reconciliation

Bank balance as of 28.02.2025 £9716.23 Examined & signed by Cllr Wagstaff

b. To note the payments below:

Payment schedule 2 Clerk's salary January £191.66 (already paid)

Payment schedule 2 Clerks salary February £191.66 (waiting bank authorisation)

Payment schedule 2 Clerks salary March £191.66

Noted, paperwork signed by Cllrs Stonehouse & Ward

c. To approve the payment

Clerk's expenses December (from 23rd), January, February & March (some March expenses to be claimed after end of month) £70.58

Approved, signed by Cllrs Stonehouse & Ward

d. To note/approve payment schedule 1

Village Hall meeting rent £500 Approved, signed by Cllrs Nicholson & Ward

e. To discuss & agree payment for Grant Applications received

Village Hall £500, Hayton News £50 & St Giles Church Burnby £550 Agreed, signed by Nicholson & Ward

f. To discuss & agree amendment to the budget for 2025/2026, for training, bank charges & mobile phone

Agreed. Budget for 2025/26 set as £6359

196/24 To review the asset register

What 3 word locations to be added. Cllrs Ward & Ellis to do

197/24 To discuss & agree if membership of Neighbourhood Watch is needed & if so who is going to be the co ordinator

Member of public & Cllr Wagstaff to appeal for volunteer. To be re-visited at next meeting

198/24 Planning to decide on comments to be submitted for -

[25/00539/PLF | Erection of extension to existing general purpose agricultural building | Burnby Grange Back Lane Burnby East Riding Of Yorkshire YO42 1RS](#) – resolved to submit a no comments response

199/24 To note correspondence received (listed below and previously emailed to Councillors, not covered by items on this agenda). And approve actions if required

Noted, no actions

200/24 To confirm date & time of the next meeting and receive any agenda items for that meeting
Wednesday 9th April. Proposed Ward Boundary changes, Neighbourhood watch

Ward Cllrs & member of public left the meeting

201/24 To consider excluding the press and the public due to the confidential nature of the business to be transacted

Resolved

202/24 To ratify the decision made regarding the candidate that was offered the Clerk position


Decision was noted

Signed 

203/24 To finalise Clerks leaving date, outstanding payments to be claimed and handover to the new clerk

Leaving date is 28th March, outstanding payments will be submitted after this date, handover date to be arranged with new clerk

Meeting closed 8.20pm

Signed 
Chair **SIMON ELLIS**

Date 09.04.2025

Correspondence 22nd December 2024 to 4th March 2025

30th Jan – Highway Drainage Improvements

31st Jan – ERNLLCA January newsletter

Avian influenza outbreak message

East Riding local plan update

VE & VJ day 80th anniversary community fund

25th Feb – Burnby gully report

3rd March – ERNLLCA February newsletter

ERYC news

4th March – Briefing note for Pocklington Lane, Burnby drainage works

Ward Boundary Changes