

Hayton & Burnby Parish Council

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The Annual Parish Meeting, the Annual Parish Council Meeting and an Ordinary Meeting of Hayton & Burnby Parish Council were held on **Wednesday 14th May 2025** in the Village Hall, Hayton.

Present: Cllrs Ellis, Nicholson, Stonehouse, Thackray, Wagstaff and Ward
The Clerk
Ward Cllr West
1 member of the public

The Minutes from each Meeting appear below.

Minutes – Annual Parish Council Meeting

2025.14 Chair's Welcome

The Chair welcomed everyone to the Meeting.

2025.15 To receive and agree or note apologies for absence from the Meeting

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

2025.16 To receive nominations for Chair and Vice-Chair

- Cllr Nicholson proposed Cllr Ellis for Chair. Seconded by Cllr Wagstaff. All in favour
- Cllr Ellis accepted the position and continued to Chair the Meeting
- Cllr Nicholson proposed Cllr Ward for Vice-Chair. Seconded by Cllr Wagstaff. All in favour

2025.17 To review the Internal Auditor's Report

The Internal Auditor's Report for 2024-25 was reviewed by all Councillors present at the Meeting

2025.18 To approve and sign the AGAR 2024-25 Part 2 Certificate of Exemption

The Certificate of Exemption was approved and was signed by Cllr Ellis and the Clerk

2025.19 To approve and sign the AGAR 2024-25 Section 1 Annual Governance Statement

The Annual Governance Statement was approved and was signed by Cllr Ellis and the Clerk

2025.20 To approve and sign the AGAR 2024-25 Section 2 Accounting Statements

The Accounting Statements were approved and were signed by Cllr Ellis and the Clerk

Initials: *SE*

Hayton & Burnby Parish Council

Minutes – Annual Parish Meeting

2025.21 Chair's Welcome

The Chair welcomed everyone to the Meeting.

2025.22 To adopt the Minutes of the Annual Parish Meeting held on Thursday 23rd May 2024

The Minutes of the Annual Parish Meeting held on Thursday 23rd May 2024 were agreed to be a true and accurate record of the Meeting and were signed by Cllr Ellis

2025.23 To receive a proposal that those who live outside the parish be allowed to speak

Cllr Thackray proposed that Carl Rourke and Steve Whitbread from ERYC be allowed to address the Meeting. Seconded by Cllr Nicholson. All in favour

2025.24 To receive an update on the Live Labs Project

- Carl Rourke and Steve Whitbread from ERYC provided updates on the Live Labs Project and the associated bio-diversity monitoring. Friday 30th May will hopefully see the move from the old to the new lighting, with bio-diversity monitoring taking place before and after that date

- Cllr Wagstaff asked about cyclists and about speeding motorists

ACTION: Carl Rourke to provide data analysis from the last month for review by Councillors

2025.25 To receive questions and comments from members of the Parish present at the Meeting

The member of the public asked about the Burnby History Board and the Burnby Flood Plan

- The Burnby History Board has previously received a grant of £550 from the Parish Council, and it was hoped to include the Burnby History Board with the Hayton noticeboards under an application for grant funding from the "Do It For East Yorkshire" scheme (see also 2025.31)

- Ward Cllr West advised that training for Flood Wardens would be rolled out in due course which would answer many of the questions that local people have. The primary guidance continues to be not to take matters into your own hands but to act as a coordinator in seeking help from the Emergency Services and from the Environment Agency. The subject of flooding may become a standing item on Meeting Agendas during the winter months but isn't required at present

Minutes – Ordinary Meeting

2025.26 Chair's Welcome

The Chair welcomed everyone to the Meeting.

2025.27 To receive and agree or note apologies for absence from the Meeting

- Apologies had been received from Cllr Sedcole, which were agreed

- Apologies had also been received from Ward Cllrs Cary and Hammond

2025.28 Declarations of Interest

(a) *To receive Declarations of Pecuniary and 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

Initials: SE

Hayton & Burnby Parish Council

2025.29 Minutes

- (a) *To adopt the Minutes of the Ordinary Meeting held on Wednesday 9th April 2025*
The Minutes of the Ordinary Meeting held on Wednesday 9th April were agreed to be a true and accurate record of the Meeting and were signed by Cllr Ellis
- (b) *To consider any matters arising from the Minutes of the above Meeting*
There were no matters arising from the above Meeting

2025.30 Public Participation

To resolve that the Meeting is suspended for a period of up to 15 minutes to allow for public participation.

No matters were raised under this item as they had already been covered by 2025.25

2025.31 Ward Councillors' Reports

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

- The "Do It For East Yorkshire" Grant will re-open at the end of May / beginning of June and has available funding of £300,000

[Do it for East Yorkshire](#)

ACTION: Clerk to co-ordinate a potential application for a grant towards two Hayton noticeboards and the Burnby History Board (see also 2025.25)

- Local Nature Recovery Strategy

ACTION: Clerk to circulate the e-mail received regarding the LNR Strategy

2025.32 Finance

- (a) *To review and approve the Accounts, Bank Reconciliation and Schedule of Payments*
The Accounts, Bank Reconciliation and Schedule of Payments were reviewed and approved by Cllrs Stonehouse and Ward
- (b) *To approve any receipts for expenditure*
The receipts for expenditure were reviewed and approved by Cllrs Stonehouse and Ward

| | | |
|--------------------|------------------------|------------|
| Unity | Service Charge (April) | £6.00 |
| The Clerk | Clerk's Salary (April) | (redacted) |
| Elkerlodge Limited | Internal Auditor's Fee | £168.00 |

- (c) *To approve the Clerk's salary and Working From Home payment*
The Clerk's salary and Working From Home payment were reviewed and approved by Cllrs Stonehouse and Ward

2025.33 To receive updates from the Clerk

- The Clerk proposed the creation of a Parish Council WhatsApp Group
- Clerk to look into opening an Instant Access Savings Account with Unity as well as preparing the paperwork to bring the signatories and Key Contact information up to date
- Clerk to contact ERNLLCA for guidance on the amendment of Standing Orders to delegate power to the Clerk for responding to Planning Consultations
- Clerk to also revisit the 2025-26 Budget and clarify the projected over-spend following concerns expressed by Cllr Sedcole

2025.34 To adopt the updated

- (a) *Model Standing Orders*
This item was deferred until the Ordinary Meeting in June
- (b) *Model Financial Regulations*
This item was deferred until the Ordinary Meeting in June

Initials: SE

Hayton & Burnby Parish Council

2025.35 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

The Clerk communicated the Notice of Decision to Councillors

2025.36 To receive updates from Councillors and to note items for discussion at the next Meeting

- Cllr Thackray raised the issue of pot holes on Burnby Lane and white lines missing from the road
- Cllr Stonehouse reminded Councillors of the £50 voucher which had been agreed
ACTION: Cllr Ellis to purchase the voucher using the Chair's Allowance
- Cllr Nicholson raised the issue of potholes on Nunburnholme Road
- Cllr Ellis raised the issue of the uneven footpath on Town Street which is in poor condition

2025.37 Date of next Meeting

(a) *To resolve that the next Ordinary Meeting will be held on Wednesday 11th June at 7:00pm in the Village Hall, Hayton*

RESOLVED: The next Ordinary Meeting will be held on **Wednesday 11th June at 7:00pm** in the Village Hall, Hayton

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

ACTION: Clerk to receive items for inclusion and add them to the Agenda

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



Date: Wednesday 11th June 2025