



**CITY OF ELY COUNCIL  
SESSIONS HOUSE  
LYNN ROAD  
ELY CB7 4EG**

**Tel: 01353 661016 Fax: 01353 667057  
E-mail: info@cityofelycouncil.org.uk**

**MINUTES OF A MEETING OF THE CITY OF ELY COUNCIL HELD IN THE COUNCIL CHAMBER  
SESSIONS HOUSE, LYNN ROAD, ELY AT 7.00 PM ON MONDAY, 11TH MARCH 2019**

**PRESENT:** Mrs T Coulson, Clerk to the Council

The Mayor, Cllr M Rouse

Cllr R Hobbs

Cllr M Lansell

Cllr I Lindsay

Cllr A Arnold

Cllr S Friend-Smith

Cllr P Moakes

Cllr C Phillips

Cllr C Whelan

Cllr E Every (arrived 7.10 pm)

**1. APOLOGIES**

Apologies were received and accepted from Cllr A Whelan, Cllr Warman and Cllr Austen. The Mayor informed members he had received an email from Cllr J Pearson, resigning from the Council with immediate effect. He had thanked her for her service to the community. Due to the elections for Parish Councils being held in May, this vacancy will not be filled.

**2. COUNCILLOR REQUESTS FOR DISPENSATIONS**

There were no requests for dispensations.

**3. DECLARATIONS OF INTERESTS**

Cllrs Rouse, Every and Lindsay declared a pecuniary interest, as Trustees of Ely Museum, for item 12 with regards to the discussion arising from the Sessions House Working Group minutes and the intention to charge Ely Museum for utilities, when they use Sessions House as their base for 12 months during the extension of Ely Museum. They signed pages 222, 224 and 223 respectively of the Register of Members Interest Book and took no part in the discussion of this item.

**4. MINUTES OF THE LAST MEETING HELD ON THE 11TH FEBRUARY 2019 AND MATTERS ARISING**

Minutes of the last meeting held on the 11th February 2019 were agreed and signed as a true record, with a correction to a spelling mistake on page 1724. Pages 1724, 1725, 1726, 1727, 1728 and 1729 refer.

Matters arising:- Page 1726, item 12 – Cllr Lindsay informed members that he understood there could be an issue with the installation of defibrillators on some of the Council's buildings due to these being listed. The Clerk updated members that this did appear to be the case, but she would be meeting with ECDC's Conservation Officer later in the week to discuss this further. This matter will be brought back to the next Full Council meeting for further discussion.

**5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members of the Annual Parish Meeting on the 15th April. The Environment Committee Chairman has organised an Ely Spring Clean on the 28th April and the Chairman hoped that as many members as possible would participate. The Eel Day is on the 4th May and the Cromwell House relaunch is on the 26th March at 5 pm. Cllr Hobbs extended an invite to all members as only the Committee members had been invited. The City of Ely Military Band's concert will be on the 24th March.

**6. QUESTION TIME**

There was no question time as there were no members of the public present.

1730

.....  
MAYOR  
8th April 2019

## **7. REPORTS FROM COUNTY COUNCILLORS AND DISTRICT COUNCILLORS**

Members noted the report from Cllr Every, in her capacity as a County and District Councillor. A copy of this report is attached to these minutes.

Cllr Rouse, in his capacity as a District Councillor, informed members of the decision by ECDC members at the Full Council meeting on the 21st February, to withdraw the revised Local Plan.

## **8. MAYOR'S ENGAGEMENTS & REPORT**

The Mayor had attended the funeral of Cllr John Yates; attended ATC presentation evening; attended the launch of the Day of the Duck at Babylon Gallery; open day for Infiniti Graphics new office; met with the Dean of Ely about the Cathedral plans; held his Dinner & Entertainment at the Maltings; attended the opening of new hockey pitch at EOSA with Helen Richardson-Walsh; attended the Ely/Ribe Association Committee meeting; attended patient group meeting at Princess of Wales Hospital; behind the scenes at McDonalds, Ely; undertook the ribbon cutting at Redrow, King's Meadow; attended a tree planting in memory of Stephen Baxter; attended the preview of Oliver Cromwell House, attended the Mayor of Newmarket's Civic Reception; met with ADeC over the future of the Maltings cinema; attended the launch of Ely Heroes 2019 at Poets House; started the choristers Pancake Race in the Cathedral; attended publicity shot with Pebble UK with odd socks to raise awareness of Lymphoedema; met with the Dean of Ely to discuss closer working between the Cathedral and the City; attended rockers, skaters and bug people in the Country Park and attended the Mayor of Wisbech's Civic Service.

## **9. PLANNING**

A report of the Planning Committee meeting, immediately prior to this meeting was received.

## **10. INFORMATION ONLY ITEMS**

The following information only items were received:-

Notification of tree work:- Chantry House, 11B Barton Road, Ely; 75 Deacons Lane, Ely; 28 Cambridge Road, Ely; 3 Summerhayes, Ely; 22 Willow Walk, Ely; 21 Downham Road, Ely

Notification of Street Naming & Numbering:- The Garden House, 69 Henley Way, Ely; 108 Lancaster Way Business Park, Ely; 3 new dwellings site at 29 High Street, Ely; 29, 31 & 33 High Street Back, Ely

Notification of road closures:- Barton Road, Ely – 27 – 31.5.19; Forehill, Ely – 26 – 27.3.19

Letter from Anglian Water regarding Section 98 Scheme at High Flyers Farm, Ely – work to install nearly 200 m of new pipeline will start on 4.3.19 and last for 12 weeks.

## **11. COMMITTEE REPORTS**

(i) **PERSONNEL, FINANCE AND GOVERNANCE** – The Mayor presented a report of a meeting held on the 25th February, which was approved. The Mayor proposed following the annual review of all the Council's Policies and Procedures that the Council approve these. This was seconded by Cllr Moakes and unanimously approved. The Mayor will sign all of these Policies and Procedures. Members noted the annual review of the Policy for Council Cash Reserves, which had been undertaken by the Clerk. Members felt the current level of cash reserves was within the recommended range. Members noted the annual review of the Risk Management Procedures undertaken by the Clerk. Members also noted and approved the annual review of the direct debits currently paid by the Council 2018/19, undertaken by the Clerk and the review of the annual internal audit review undertaken by the Mayor and Deputy Mayor. Members unanimously approved the use of the Court Room for a two day event in June 2019, in conjunction with the Isle of Ely Arts Festival. The cost of hire for this would be covered as a form of grant to the organisation, as per last year. The Mayor informed members he had started the process of reviewing the Council's Business Plan. All Committees would be discussing this at their next meetings and providing updated business plans for their area, to be included in the revised Plan. Members unanimously agreed to the recommendation to increase the annual rent of the shared equity houses by 2.5%, which was the rate of inflation at the end of January, as per the terms of the lease. Members approved the recruitment of the Visit Ely City Centre Ranger, which would be funded from the City Centre Initiatives budget heading. Members unanimously approved the moving of Mr Knighton from a zero-hour contract to a permanent part-time contract at the Maltings, as a Hospitality Assistant. This will be for 20 hours per week. The Mayor thanked the Maltings staff for such a professional and helpful service they provided for his Mayor's Dinner. He felt they were a credit to the Council. Members unanimously agreed. The Clerk informed members that all the Council's risk assessments had been reviewed and signed off for the year. Members noted the staff evaluation update and approved the recommendations.





## **11. COMMITTEE REPORTS CONTINUED .....**

(ii) ENVIRONMENT – No report as the Committee had not met.

(iii) RECREATION & CEMETERY – No report as the Committee had not met.

(iv) CHRISTMAS LIGHTS – Cllr Arnold presented a report of a meeting held on the 26th February, which was approved. Cllr Arnold informed members this additional meeting of the Committee had been arranged to discuss the pros and cons of possibly moving the Switch On event to a Sunday. Cllr Hobbs, who had been unable to attend the meeting asked for clarification on a few points from Cllr Arnold. The Mayor proposed that this should be kept under review, as the current team may not continue and he felt for this coming year, the Switch On event should remain on the Friday. This was seconded by Cllr Arnold and all members voted for this, apart from Cllr Hobbs who abstained. It was also agreed the Mayor and Deputy Mayor would meet up with ECDC Markets to discuss with them the possibility of having other events over this Switch-on weekend to extend the event.

(v) ASSETS & ACQUISITIONS – No report as the Committee had not met.

(vi) ELY/RIBE – The Mayor informed members the Group had met on the 26th February.

(vii) YOUTH FORUM – Cllr C Whelan presented notes of a meeting held on the 18th February, which were approved. Members noted the updates from the East Cambs Youth Consultation Panel and the County and ECDC Youth Projects (Ely).

(vii) TOURISM AND TOWN CENTRE COMMITTEE – Cllr Hobbs presented a report of a meeting held on the 18th February 2019, which was approved. Members noted the update regarding the refurbishment of Oliver Cromwell's House.

## **12. WORKING PARTIES/STEERING GROUPS REPORTS**

Sessions House Working Group – notes of a meeting held on the 6th March were tabled and noted. Members discussed the recommendation from the Group to charge £100 per month for the cost of utilities when Ely Museum staff are based in Sessions House for 12 months, whilst the Museum is being extended. There would be no rental charge for this period. Members felt this was excessive and Cllr Moakes proposed this be reduced to £50 per month. This was seconded by Cllr Hobbs and a vote taken. There were 5 votes for this, 2 against and 3 did not vote due to declaring an interest. It was therefore agreed to make a charge of £50 per month for utilities.

## **13. REPORTS FROM EXTERNAL MEETINGS**

City of Ely Allotments and Garden Association – notes of a meeting held on the 16th January 2019 were noted.

Prickwillow Village Council – notes of a meeting held on the 14th January were tabled and noted.

Museum Executive Review – Members noted the information tabled from the last meeting of the Museum Executive Review.

## **14. CAMBS COUNTY COUNCIL CONSULTATION ON THE PROPOSED 2019 REVISION OF THE LOCAL VALIDATION GUIDANCE LIST AND LOCAL VALIDATION CHECK LIST FOR PLANNING APPLICATIONS FOR THE COUNTY COUNCIL'S OWN DEVELOPMENT AND WASTE MANAGEMENT**

Members noted this consultation, but did not wish to comment on this.

## **15. TO CONSIDER EMAIL ON BEHALF OF THOMAS PARSONS CHARITY REGARDING OFFER OF LAND AT PRICKWILLOW ROAD, ELY**

The Council had been contacted by Cheffins, on behalf of the Thomas Parsons Charity, regarding an offer of land at Prickwillow Road, Ely. Members felt this area could be used to connect the existing Country Park with the proposed new Country Park. It was unanimously agreed that the Clerk would contact Cheffins and ask for more details with regard to this offer, eg: cost and liabilities etc.



## 16. RECOMMENDATION FOR EXPERT GUIDANCE REGARDING THE WAY FORWARD FOR THE TOURISM SERVICE

Cllr Every informed members that at the Tourism and Town Centre Committee meeting held in November 2018, it was agreed that alternative models for Visit Ely would be looked at. She had progressed further with this and had had discussions with Emma Grima at ECDC regarding the possibility of going into a Trust, as they had formed a Trading Arm. This is a very complex area and the Council would need to obtain expert advice on the way forward for this. Cambridgeshire ACRE had quoted a price of £15,000 to look at the options available. This would be a similar price from other companies. The Clerk explained that this could be funded from the one-off payment from ECDC. Before this can move forward the Council would need to prepare a clear brief of what they would wish to achieve and would need to obtain three quotations. Cllr Moakes proposed that a maximum of £15,000 from the identified funds should be allocated to seek professional help in moving this process forward to the next step, as the Council does not have this expertise. The required brief for this would not be drawn up until after the elections in May. This was seconded by Cllr Arnold and a vote undertaken, with 8 for and 2 abstentions. Cllr Friend-Smith expressed her concern that moving this service into a Trust, may not be the best way forward for the Tourism Service. Members thanked Cllr Every for all the work she had done on this.

The Mayor proposed that in view of the confidential nature of the business to be transacted, regarding agenda item 19, that this be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised. This was seconded by Cllr Arnold and agreed to go into Committee at the end of the meeting.

## 17. TO RECEIVE AN UPDATE REGARDING THE MALTINGS COTTAGE

*Due to the confidential nature of this item it will be discussed in Committee at the end of the meeting.*

## 18. FINANCE

Members approved the following payments:-

### *Direct debit payments and BACS payments*

Lex Autolease	695.29	Paid by direct debit
Greene King Brewing & Retail Ltd	699.90	Paid by direct debit
Barclays	193.97	Paid by direct debit
Liquidline Ltd	326.65	Paid by direct debit
Francotyp Postalia Ltd	150.00	Paid by direct debit
FuelGenie	205.75	Paid by direct debit
British Telecommunications	28.46	Paid by direct debit
British Telecommunications	60.24	Paid by direct debit
British Telecommunications	155.88	Paid by direct debit
Barclaycard	317.47	Paid by direct debit
Shire Leasing PLC	284.70	Paid by direct debit
Total Gas & Power	297.75	Paid by direct debit
Green City Solutions	210.10	Paid by direct debit
The Little Van Co	285.00	Paid by BACS
Baja Cantina	125.00	Paid by BACS
Worldpay	92.83	Paid by direct debit
Worldpay	190.48	Paid by direct debit
Plan Communications Ltd	41.99	Paid by direct debit
Cybertill Ltd	60.64	Paid by direct debit
EE	95.71	Paid by direct debit
D Holt	50.00	Paid by BACS

## 18. FINANCE CONTINUED .....

*The following invoices had already been paid prior to the Full Council, due to due date of payment with the approval of the Chairman*

M Slezacek	190.00	112332
BFS Group Ltd	446.73	112333
L Titmarsh	220.00	112334
Maltings Partnership	6852.00	112335
Mile Tree Brewery Ltd	412.13	112336
Anglian Water	76.71	112337
Ely & Soham Electrical Services Ltd	56.00	112338
Greg Blunt Decorators Ltd	4476.00	112339
Shefs	1236.00	112340
Infiniti Graphics LLP	20.00	112341
GTW Media Ltd	180.00	112342
Shefs	1300.68	112343

*The following invoices had not been paid prior to the meeting*

Amazon Payments Europe SCA	85.17	112344
ECDC	216.36	112345
T Harding	50.70	112346
Deeping Direct Deliveries	86.40	112347
ARCO Ltd	559.28	112348
Trade UK	79.74	112349
Gordon Harrison	137.46	112350
Archant Community Media Ltd	240.00	112351
Sterling Cleaning Services Ltd	50.40	112352
C Inman	13.48	112353
Konica Minolta Bus Solutions Ltd	176.26	112354
AmeyCespa (East) Ltd	35.70	112355
ECDC	498.33	112356
Rogan Heating Services Ltd	1724.80	112357
CamAlarms Ltd	220.15	112358
Social Media Brands Experts Ltd	570.00	112359
Cambs County Council	937.04	112360
Allens Skip Hire Ltd	120.00	112361
E Chivers	20.00	112362
Ely Central Heating Services Ltd	90.00	112363
Verve Digital	120.00	112364
ATS Heritage	300.00	112365
S Blake	709.50	112366
ESPO	965.41	112367
Hags-Smp Ltd	29130.00	112368
Page Fine Jewellery	125.00	112369
Businessclean (Cambridge) Ltd	1012.80	112370
Ensign Solutions Ltd	153.60	112371
Mr R A Stewart	25.00	112372
SunRise Blinds & Conservatories Ltd	366.00	112373
Thurlow Numm Standen	308.66	112374
BFS Group Ltd	724.23	112375
RGP Security Ltd	90.00	112376
Cambs Youth Consultation Panel	460.00	112377
K Pressley	500.00	112378
Coffee Plus	86.16	112379
Maltings Partnership	10045.20	112380
Ely Cathedral Enterprises	350.00	112381
Calverton Finance Ltd	386.64	112382

1734



MAYOR  
8th April 2019



**18. FINANCE CONTINUED .....**

AmeyCespa(East) Ltd	26.98	112383
Trade UK	36.41	112349
City Cycle Centre	51.83	112384
Amazon Payments Europe SCA	34.75	112344
British Telecommunications	159.84	Paid by direct debit
Total Gas & Power	31.97	Paid by direct debit
Total Gas & Power	2639.57	Paid by direct debit
Total Gas & Power	237.41	Paid by direct debit
Total Gas & Power	55.52	Paid by direct debit
Total Gas & Power	188.51	Paid by direct debit
Total Gas & Power	2941.21	Paid by direct debit
Greene King Brewing & Retailing Ltd	798.14	Paid by direct debit
UK Power Networks	1160.40	112385
UK Power Networks	1704.00	112386
UK Power Networks	1687.20	112387
Ely Central Heating	132.00	112363
LGRC Associates Ltd	735.00	112388

**Payments relating to staff since meeting on the 11th February 2019**

Salaries and wages	£24,857.18
Inland Revenue (tax & NI)	£7,461.58
Pension fund payments	£11,598.65



## **City of Ely Council– Cambridgeshire County Council Update – 11 March 2019**

### **Cambridgeshire County Council**

#### **Cllr Lis Every, Cambridgeshire County Councillor – Ely North**

You will be aware of the planned move of the County Offices to Alconbury. With this comes a phased approach to a hub and spoke type approach to delivering County services out into the Districts. An asset list of property owned by County Council has been compiled and these will be looked at as possible venues for these services to be delivered alongside co-location working. As a member of the Communities and Partnership Committee, I will be working on the implementation of this over the next 18 months. This should bring all services closer to communities and more clarity and collaboration for residents concerning the services they can expect. There is also an exciting programme of regeneration for the libraries who are considered to be at the heart of the community.

Extra money has been received by the Government to work on support for those who have experienced Domestic Abuse and, in particular, children. This will benefit our own work being done by the Community Safety Partnership at ECDC (where we have been accredited for our work).

#### **East Cambridgeshire District Council – Ely East**

##### **Youth Strategy for East Cambridgeshire**

At the recent Community Safety Partnership Strategic Board, which has high level representation from all the services, County and Sanctuary Housing, following work with County Council, district parish councils and youth provision there, particularly Littleport, Burwell and Ely, I requested that a Youth Strategy become part of the work of the Community Safety Partnership which was agreed. The purpose is to identify a strategy working with the Council Council, parish councils and relevant third sector organisations as well as the voice of our youth perhaps in some kind of Youth Council to create an overarching plan with place based provision, activities and outcomes, funded by a mix of grants and subsidies. The first steps will be to set up a Working Party which will determine the strategic plan and level of research, and undertake its implementation and Action Plan.

##### **Futures High Street Fund**

Following the visit of Jake Berry, MP, Minister with responsibility for High Streets, arranged by the Ward Councillors for this area, Richard Hobbs and myself, ECDC were encouraged to put in an Expression of Interest by 22 March 2019. This is a national fund of £675m and East Cambridgeshire District Council can bid up to £23m. It was accepted that this would be useful to do this as it would form part of the CA's Market Town Strategy due in June.

March is the first window for submission. If refused, feedback will be given which could support a second round Expression of Interest next year and support the Market Town Strategy. In view of the speed by which a bid was required, it was agreed that this would be submitted (with the agreement of the Combined Authority who provided a bid writer to work alongside officer support at ECDC). What is required alongside the Expression of Interest is the support of stakeholders who would be part of a wider consultation process should we succeed through Round one. We have been talking to a wide range of stakeholders from businesses, the retailers and Cathedral as examples who are all willing to send letters of support. It is absolutely vital that the City of Ely Council is also stakeholder. This is not about detail, but a wider economic and community aim for our City Centre.

In view of this, I am asking, please, for the support of the City of Ely Council, as a major stakeholder, for this initial stage of the Expression of Interest.