



MINUTES OF A MEETING OF THE CITY OF ELY COUNCIL HELD IN THE VERNON CROSS ROOM, ELY MUSEUM, MARKET STREET, ELY AT 7.00 PM ON MONDAY, 4TH JUNE 2018

PRESENT: Mrs T Coulson, Clerk to the Council

The Mayor, Cllr M Rouse

Cllr R Hobbs

Cllr I Lindsay

Cllr C Whelan

Revd M Banyard, Mayor's Chaplain

4 members of the public

Cllr A Arnold

Cllr S Friend-Smith

Cllr J Yates

Cllr A Whelan

Cllr C Phillips

Cllr P Moakes

Cllr E Every

Cllr D Warman

Mrs T Harding, Tourism and Town Centre Manager

The Mayor welcomed his Chaplain, Revd Banyard to the meeting. Revd Banyard thanked him for asking him to undertake this role for his Mayoral year. He was honoured and delighted. Revd Banyard said a prayer before the meeting commenced.

1. APOLOGIES

Apologies were received and accepted from Cllr Pearson, Cllr Lansell and Cllr Austen.

2. COUNCILLOR REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

3. DECLARATIONS OF INTERESTS

There were no declarations of interests.

4. MINUTES OF THE LAST MEETING HELD ON THE 8TH MAY 2018 AND MATTERS ARISING

Minutes of the last meeting held on the 8th May 2018 were agreed and signed as a true record. Pages 1658, 1659, 1660, 1661, 1662, 1663 and 1664 refer. There were no matters arising.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked everyone for their support at the Mayor making. He hoped it would be a good year for the City, with everyone working together whatever their party political allegiances may be. Councillor's need to support each other to face the challenges of the year. It is the councillor's duty to fight for the interests of the parish. His main concern this year is the town centre and he wanted an active dialogue, led by members through the team of Oliver Cromwell House. Need to discuss the issues and seek some actions to boost the economy of the 'High Street'.

6. QUESTION TIME

A parishioner informed members they had now put in an official complaint with Cambs County Council regarding the obstructions on pavements in the City. The original response she received referred to pot holes and not the matter she had raised. She had requested this issue be raised at a Full Council meeting. Cllr Every had suggested to her she wrote to the Chief Executive at County. She had also contacted the Equality and Human Rights Commission. She will however, go through the process with County, before taking it any further. Cllr Every confirmed she was working in tandem with the East Cambs Access Group on this matter.

6. Question Time continued

Another parishioner asked if the Council had considered opening Sessions House to the public on a regular basis, at weekends. They also asked if the two hours stay at St Mary’s car park could be extended to allow visitors to visit all attractions and the City centre. Cllr Lindsay confirmed the Council had participated in the Heritage Days in the past, in conjunction with ECDC.

7. TO RECEIVE REPORT AND FEEDBACK FROM MRS TRACEY HARDING, TOURISM AND TOWN CENTRE MANAGER ON THE EEL FESTIVE WEEKEND

The Mayor asked Mrs Harding to give some feedback on what has been happening since these services moved over to the City of Ely Council. Mrs Harding said Oliver Cromwell House was not just a Tourist Information Centre, it was much more. It is an attraction, gift shop, function room and escape room. They have 100,000 visits each year. They have branded it ‘Visit Ely’ and are very active on social media. They also provide an events service and put on Eel Festival Weekend and Apple Festival. She had calculated a profit on this year’s festival of £13,367 with £2000 worth of sponsorship. The escape room attraction had brought in £10,000 last year. They feel the visitor experience is very important. She was very enthusiastic to move forward with ‘Visit Ely’ moving into a trust and becoming independent from the Council. She will be preparing a service plan for 18/19 to present to the Council and will be increasing their activities with regard to blogging and digital communications, will have new guided tours, create a Friends of OCH and recruitment of volunteers, and open a new Civil War room. The longer-term plans involve increasing wi-fi coverage within City, gathering more statistical information, renewal of City Centre signage, expansion of events service and an ambassador scheme.

Cllr Friend-Smith felt there was a need for a presentation of the plans for the town centre. The Mayor agreed this was a good idea and will arrange for it at a future meeting.

8. REPORTS FROM COUNTY COUNCILLORS AND DISTRICT COUNCILLORS

There were no reports from County and District Councillors.

9. MAYOR’S ENGAGEMENTS & REPORT

The Mayor had attended a performance of Beauty and the Beast at Highfield Ely Academy; the Ely Muslim Association Iftar meal; the Rosmini Centre Heritage event; accompanied Green Flag adjudicator to the Country Park; attended the Open University Award ceremonies at Ely Cathedral; the St Ives Civic Service and welcomed exchange students from Sozialwissenschaftliches Gymnasium in the South Tyrol at Ely College.

10. PLANNING

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

11. INFORMATION ONLY ITEMS

The following information only items were received:-

Notification of tree work:- 17 Forehill, Ely; 32 Egremont Street, Ely; 20 New Barns Road, Ely; 33 Cambridge Road, Ely; Aldi Store, 41 Lisle Lane, Ely

Tree Preservation Order:- 17 Bohemond Street, Ely

Notification of road closures:- Prickwillow Road (B1382), Queen Adelaide & Queen Adelaide level crossing, Ely – 11-12.8.18, 18-19.8.18, 25-26.8.18 and 1-2.9.18; Old Bank, Prickwillow – 21-23.8.18; Padnal Bank, Queen Adelaide and Branch Bank, Littleport – 9-12.7.18; Mile End level crossing, Prickwillow – 30.6.18; Gas Lane, Ely – 2-4.7.18; Lynn Road, Ely – 1-8.8.18 and 16.8.18-7.9.18; Victoria Street, Ely – 11-13.6.18; Angel Drove (A142), Ely – 6-24.8.18; Lynn Road (A10), Littleport and Downham Road (A10), Ely – 16.8-17.9.18

Notification of bus service changes for service 12

12. COMMITTEE REPORTS

(i) PERSONNEL, FINANCE AND GOVERNANCE – No report as Committee did not meet.

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

Committee Reports continued

(iii) RECREATION & CEMETERY – Cllr Phillips presented a report of a meeting held on the 22nd May, which were approved. Members unanimously approved the leasing of two larger vans for the Estates Team. Quotations were still awaited, for the fitness equipment at St Johns Road recreation area and for the upgrading of equipment at High Barns play area. It was noted that the Cemetery Expansion Working Group had identified parcels of land within the cemetery for potential burial space. Quotes will be obtained for clearing these areas and any landscaping that is required. This will be funded from CIL. Planning permission had been submitted for the extension to the storage shed. Cllr Phillips explained to members how the ‘Friends of Ely Cemetery’ group would work and all members felt this was a good idea. Cllr Phillips will send a letter to the press, inviting the public to get in touch if they were interested in being involved. Cllr Phillips also informed members the Council would be entering the cemetery in the ‘Cemetery of the Year’ competition this year.

(iv) CHRISTMAS LIGHTS – No report as Committee not met.

(v) ASSETS & ACQUISITIONS – No report as Committee had not met. The Clerk requested members consider three quotes for a cleaning contract for the Maltings. These ranged from £640 per month to £1357 per month. The Clerk felt the middle quote, from ServiceMaster Clean at £825 per month, appeared to be the best option. Cllr Every proposed this quote be accepted. This was seconded by Cllr Yates and unanimously approved. The Clerk also asked members to consider quotes for replacement flooring in the Orsay Lounge. This would be the same as that installed in the Kempen Room last year. Cllr Moakes proposed the Clerk move forward with obtaining the third quote and then place an order with the best option. This was seconded by Cllr Yates and unanimously approved. Cllr Hobbs raised his surprise that the tourism information service and Oliver Cromwell house were on the agenda for the meeting tomorrow. The Clerk explained why this was the case, but he still felt it was not appropriate to be discussed there. He felt it should have its own Committee, which the Tourism and Town Centre Manager would service. Cllr Every proposed a new Tourism and Town Centre Committee be formed. This was seconded by Cllr Hobbs and approved. Volunteers were then requested for this Committee. It was agreed Cllrs Every, Moakes, Hobbs, Warman, C Whelan and A Whelan would form this Committee. The Mayor and Deputy Mayor would not be ex-officio members of this Committee.

(vi) ELY/RIBE – No report as Group had not met.

(vii) YOUTH FORUM – No report as Group had not met. The next meeting will be on the 18th June.

13. WORKING PARTIES/STEERING GROUPS REPORTS

Sessions House Working Group – Cllr Lindsay gave an update on the progress of the lift project. It would be nearing completion shortly. The Working Group would be meeting shortly to discuss the next stage of the refurbishment of Sessions House.

Governance Working Group – Cllr Phillips informed members this Group had met twice now. Discussions had been very useful and constructive. A report will be presented to Full Council in September. He invited councillors to get in touch and give their ideas.

CCTV – Cllr Lindsay informed members the CCTV contract had finally been signed off.

2 parishioners left the meeting at 8.25 pm

14. REPORTS FROM EXTERNAL MEETINGS

Stuntney Village Council – Cllr Every informed members the Council had meet with representatives for the Bypass and communications were going well.

Ely Museum – Cllr Every informed members the Museum’s open days on the 2nd and 3rd June had been very successful, with 700 guests welcomed.

Prickwillow Village Council – The Clerk informed members an email had been received asking if the City of Ely Council would support an application the Prickwillow Village Hall had made to ECDC for grant funding for replacement lighting with LED lighting units in the Hall. Members unanimously agreed their project. The Clerk will inform them in writing, so the Council’s support can be passed on to ECDC.

15. TO FORMALLY APPROVE AND SEAL THE LEASE WITH REGARDS TO OLIVER CROMWELL’S HOUSE

Cllr Hobbs proposed the lease with regards to Oliver Cromwell’s House be formally approved and sealed. This was seconded by Cllr Arnold and unanimously approved. The Mayor will sign and seal the document.

16. TO FORMALLY APPROVE AND SEAL THE CCTV LICENCE FOR WAITROSE, ELY

Cllr Lindsay proposed the CCTV Licence for Waitrose, Ely be formally approved and sealed. This was seconded by Cllr Yates and unanimously approved. The Mayor will sign and seal the document.

17. ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2018

The Clerk explained that due to the workload she had been experiencing, unfortunately the review of the risk management procedures and review of the effectiveness of internal audit for the City of Ely Council for 2017/2018, undertaken by the Mayor and Cllr Every had not been undertaken until after the 31st March 2018. This had resulted in the Council being unable to tick box 5. Unfortunately, although the internal auditor’s report for her first visit on the 23rd November 2017, had been received this had not been reviewed by members, so box 7 could not be ticked either. Although there had been no action highlighted by the Internal Auditor that needed addressing.

Cllr Moakes proposed members approve the Annual Governance Statement, ticking yes to all boxes except 5 and 7, Accounting Statement and the signing of the balance sheet for the year ended 31st March 2018 and to also note the Internal Audit Checks for 2017/2018. This was seconded by Cllr Yates and unanimously approved. The Mayor signed the appropriate boxes. Cllr Yates thanked the Clerk for all her hard work in relation to the accounts.

18. TO MAKE COMMENTS ON THE CAMBRIDGESHIRE AND PETERBOROUGH MINERAL AND WASTE LOCAL PLAN PRELIMINARY DRAFT CONSULTATION – 16.5-26.6.18

Members noted this consultation but did not wish to make any comments.

19. TO CONSIDER REQUEST TO FILL VACANCIES ON THE INTERNAL DRAINAGE BOARDS COVERED BY THIS PARISH

The Mayor asked for volunteers to fill these vacancies. Cllr C Whelan nominated Mrs L Moss-Eccardt for Cawdle Fen IDB and Mr R Moss-Eccardt for Padnal & Waterden IDB. Cllrs Arnold and Lindsay volunteered for Cawdle Fen IDB and Cllrs Hobbs and Rouse volunteered for Padnal & Waterden IDB. Cllr Friend-Smith volunteered her husband Mr J Friend-Smith for Cawdle Fen IDB. The Clerk will ensure all volunteers receive an expression of interest form for completion.

20. FINANCE

Members approved the following payments:-

Direct debit payments

| | | |
|----------------------------------|---------|----------------------|
| LEX Autolease | 243.27 | paid by direct debit |
| ECDC | 269.00 | paid by direct debit |
| ECDC | 1412.00 | paid by direct debit |
| ECDC | 459.00 | paid by direct debit |
| ECDC | 888.00 | paid by direct debit |
| Barclaycard | 1192.35 | paid by direct debit |
| Worldpay | 184.60 | paid by direct debit |
| Worldpay | 158.97 | paid by direct debit |
| Francotyp Postalia Ltd | 150.00 | paid by direct debit |
| Barclays | 243.23 | paid by direct debit |
| Shire Leasing Plc | 242.70 | paid by direct debit |
| EE Ltd | 95.71 | paid by direct debit |
| Greene King Brewing & Retail Ltd | 112.01 | paid by direct debit |
| Greene King Brewing & Retail Ltd | 804.36 | paid by direct debit |
| Greene King Brewing & Retail Ltd | 382.37 | paid by direct debit |
| Greene King Brewing & Retail Ltd | 19.75 | paid by direct debit |
| Greene King Brewing & Retail Ltd | 7.75 | paid by direct debit |
| Greene King Brewing & Retail Ltd | 63.04 | paid by direct debit |
| Cybertill Ltd | 58.00 | paid by direct debit |
| Green City Solutions | 219.41 | paid by direct debit |
| Hey Solicitors | 360.00 | paid by BACS |

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MAYOR
2nd July 2018

20. 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

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|---------------------------|---------|--------|
| Red Lion Inn | 23.00 | 111744 |
| CAPALC | 1302.57 | 111746 |
| NALC | 17.00 | 111747 |
| R Scott | 120.00 | 111748 |
| Artistry in Cocoa | 69.50 | 111749 |
| Visit Cambridge & Beyond | 630.00 | 111750 |
| T Harding | 19.14 | 111751 |
| A Sharp | 11.35 | 111752 |
| RGP Security Services Ltd | 108.00 | 111755 |
| AK Artist Management | 1321.50 | 111756 |
| The CCTV Training Academy | 198.00 | 111754 |
| Green City Solutions | 3024.36 | 111757 |
| Twenty Pence 2000 Ltd | 177.90 | 111758 |
| T Corcoran | 700.00 | 111759 |

The following invoices had not been paid prior to the meeting

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|---------------------------------------|----------|----------------------|
| Arco-Iris | 150.00 | 111763 |
| ECDC | 1907.00 | 111802 |
| The Highfield Event Group Ltd | 2154.48 | 111764 |
| Westair Reproductions Ltd | 953.40 | 111766 |
| Infiniti Graphics LLP | 60.00 | 111767 |
| Middle Fen & Mere Internal D B | 83.16 | 111768 |
| Gordon Harrison | 221.71 | 111769 |
| CCTV Volunteer | 5.40 | 111770 |
| Nisbets | 240.41 | 111771 |
| Clearview Communications | 10856.40 | 111772 |
| Deeping Direct Deliveries | 115.20 | 111773 |
| Eden Farm Hulleys | 33.79 | 111777 |
| Total Gas & Power | 8.76 | 111774 |
| Production Services Entertainment Ltd | 2400.00 | 111775 |
| Allens Skip Hire Ltd | 120.00 | 111776 |
| Heelis & Lodge | 350.00 | 111778 |
| J's Catering | 1155.00 | 111779 |
| Mrs A Hayter-Smith | 489.91 | 111780 |
| S Bradley | 540.00 | 111781 & 111805 |
| ESPO | 83.28 | 111782 |
| M Ward | 250.00 | 111783 |
| M Rouse | 236.85 | 111784 |
| IT Governance Ltd | 819.00 | 111785 |
| RGP Security Services Ltd | 216.00 | 111761 |
| Newmarket Hampers | 2924.00 | 111762 |
| K Ellis | 2569.00 | 111786 |
| Ely Folk Festival | 250.00 | 111787 |
| Hilary Kemp | 100.00 | 111788 |
| Heritage Books | 299.76 | 111789 |
| ATS Heritage | 300.00 | 111790 |
| Glass Made Art | 2427.99 | paid by BACS |
| Mil-Ken Travel Ltd | 420.00 | 111791 |
| AmeyCespa (East) Ltd | 24.01 | 111792 |
| The Lamb Hotel | 225.00 | paid by BACS |
| FuelGenie | 372.80 | paid by direct debit |

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MAYOR
2nd July 2018

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| 20. Finance continued | | |
| Cottenham Brass Band | 200.00 | 111793 |
| Lakenheath Silver Band | 200.00 | 111794 |
| RBS Ltd | 442.80 | 111795 |
| BFS Group Ltd | 297.97 | 111796 |
| Cambridge Mapmakers | 150.00 | 111797 |
| Carole Group | 219.00 | 111798 |
| The Hungry Roundhead | 34.50 | 111799 |
| Plan Communications Ltd | 81.28 | paid by direct debit |
| Verve Digital Ltd | 120.00 | 111800 |
| Red Clay Barn | 467.50 | 111801 |
| Star Security Services | 912.00 | 111803 |
| Bargate Master Locksmith | 350.00 | 111804 |

Payments relating to staff since meeting on the 8th May 2018

| | |
|---------------------------|-----------|
| Salaries and wages | £26538.01 |
| Inland Revenue (tax & NI) | £6969.43 |
| Pension fund payments | £11590.45 |

Members noted and approved the bank reconciliation against the accounts for the period ending 31st April 2018