



CITY OF ELY COUNCIL  
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**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, 9TH MARCH 2020**

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

Cllr M Rouse, Mayor

Cllr S Bellow

Cllr E Carlsson Browne

Cllr A Whelan

*1 member of public*

Cllr A Arnold

Cllr R Morgan

Cllr K Wilkins

Cllr E Every (arrived 7.10 pm)

Cllr C Whelan

Cllr C Phillips

Cllr D Warman

Cllr M Downey (arrived 7.40 pm)

**1. APOLOGIES**

Apologies were received from Cllr Lindsay 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 10TH FEBRUARY 2020 AND MATTERS ARISING**

Minutes of the last meeting held on the 20th February 2020 were agreed and signed as a true record, subject to the deletion of Cllr Warman and addition of Cllr Denness within item 1, Apologies. Pages 1817, 1818, 1819, 1820, 1821, 1822 and 1823 refer. There were no matters arising.

**5. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**6. QUESTION TIME**

There were no questions from the public.

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

A report from County Cllr Bailey was tabled, as she had been unable to attend the meeting. This report was noted and is attached to these minutes. Cllr C Whelan, in her capacity as a District Councillor, informed members of the District wide consultation on bus, walking and cycling. This had been distributed to every household in the District. Cllr A Whelan, in her capacity as a District Councillor, informed members that the ECDC Full Council had finalised their decision to withdraw funding from Citizens Advice Rural Cambridgeshire. Their office will be closing at the end of March. The District Council's budget for 2020/21 was approved with no increase in the council tax.

Cllr Every, in her capacity as a District Councillor, reported funding had been received for a Youth Advisory Board. This will be launched in April and will fit in with ECDC's Youth Strategy. The Eyes and Ears Project have now appointed young ambassadors, with 12 at Witchford Village College. She is working with ECDC and the Manager of the Ely Citizens Advice Rural Cambridgeshire to manage the process now in place, to ensure services are still

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

available for people as they are required. She will be holding two public consultation evenings at Sessions House and Ely Library with regard to the bus consultation. Cllr A Whelan will also be holding one at the Isle of Ely Primary School.

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

The Mayor had attended the opening of Re-Imagine's community kitchen and larder; Ely Rocks at the Prince Albert; the River Runner at the Maltings; the Parkinson's Singing Group at Bell Holt; the Mayor's Charity Supper at the Maltings; Ely Cathedral choristers pancake races; RBL meeting to discuss VE Day and summer event; 1094 (Ely) Squadron ATC annual awards; Ely Library 20th birthday; the launch of the fourth Ely Heroes and 1094 (Ely) Squadron ATC inspection.

## **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:- 15 Cardinals Way, Ely; 22A Cambridge Road, Ely; 23 Egremont Street, Ely; trees at Kilkenny Avenue and Gunning Road, Ely; 23 Douglas Court, Ely; Kings Acremont Nursery and Pre Prep, Egremont House, 28 Egremont Street, Ely; 12 Witchford Road, Ely; 70 Fleetwood, Ely; Street Record, Woolpack Yard, Ely; Palace Green, 21 Church Lane, Ely; School House, The College, Ely; Mallabars, Brays Lane, Ely Street Naming and Numbering:- 9A Market Place, Ely; Glaisdale, 34 Cambridge Road, Ely; Roslyn Meadow, 62 Prickwillow Road, Ely

Letter from Anglian Water regarding Anglian Water Strategic Water Network Programme – route planning in your area.

## **11. COMMITTEE REPORTS**

(i) PERSONNEL, FINANCE AND GOVERNANCE – Cllr A Whelan presented a report of a meeting held on the 24th February, which was approved. Cllr A Whelan questioned the format of the accounts and how members find them hard to understand and felt a new system should be put in place. The Clerk confirmed that the format followed the proper practices as set out in the Governance and Accountability for Local Councils – a Practitioners' Guide, which is a legal requirement for parish councils. It was agreed Cllr A Whelan would meet with the Clerk to discuss this further. Members agreed the Strategic Plan should move forward and a meeting of all Committee Chairs and the Clerk would be arranged. A meeting of the Governance Working Group would also be organised as soon as possible. The Clerk confirmed she would commence the CiLCA qualification following the completion of the year end accounts. The annual increase in rent, as set out in the lease, for the shared equity housing scheme, as per the RPI at the 31 January 2020 was approved at 2.7%, which will result in a monthly rent of £41.00. Members had agreed in principle to a request from a prospective purchaser of one of the houses in this scheme, for permission for a loft conversion. However, this would be subject to approval of the design and planning permission being obtained. Members noted the annual review of the Council's risk assessments. Members noted and approved the recommendations within the confidential minute page PFG 76. Members noted the report from the Internal Auditor from her visit on the 5th March. The Clerk requested members approve the appointment of Miss N Howell to the role of Venue and Administration Assistant at the Maltings, following the internal recruitment of this post. Members unanimously approved this appointment.

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

(iii) RECREATION & CEMETERY – Cllr Phillips presented a report of a meeting held on the 2nd March, which was approved. The first phase for upgrading of the play area at Willow Walk will commence on the 3rd March. ECDC had advised they were still developing options for the old Paradise pool site and will be in touch in due course. Members had considered an email from a group of residents who had requested a splash pad in the City. It was agreed the options suggested in the email were not suitable and a more ideal location would be Jubilee Gardens. An update with regard to the Friends of Ely Cemetery was noted. The website for this is now live and bug hotels have been installed at the cemetery. There will be some hedgehog houses installed shortly. The cemetery will be holding an open day on the 16th May, in conjunction with the National Association of Cemetery Friends open day. An 1855 leather-bound Bible at the cemetery will be refurbished at a cost of £150.

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

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**11. COMMITTEE REPORTS continued .....**

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

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

(vii) YOUTH FORUM – No report as Committee had not met.

(vii) TOURISM AND TOWN CENTRE COMMITTEE – No report as Committee had not met. Cllr Waman informed members that the Shopmobility scheme needs to move forward as the Ranger will only be facilitating this until Ely Museum reopens in September. The Council needs to work with the Museum to confirm arrangements.

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

Climate Change Working Group – minutes of a meeting held on the 27th January were noted.

Governance Working Group – Cllr C Whelan presented notes of a meeting held on the 2nd March. Members discussed these at great length and considered the options outlined in the notes. Cllr Arnold proposed that members moved forward with option A. This was seconded by Cllr Warman and agreed by a majority. The Working Group will meet with the officers to move this forward and determine how this will work. The recommendation for a staff review to be undertaken was also agreed.

CIL Working Group – Cllr Morgan informed members that the Group had met with Ms Grima, from ECDC regarding the process for CIL and projects that can be considered. They discussed the issue with regards to the theatre chairs at the Maltings and he proposed that the Council starts the process to replace these. This would be funded from the Public Works Loan Board. Cllr Every proposed that a procurement process be undertaken to look at the principle of replacing these. Fund raising and other community activities could also be undertaken. She also proposed that members should support internal borrowing until the funds were raised. The Assets and Acquisitions Committee will look at these proposals and prepare a plan for replacing these chairs.

**13. REPORTS FROM EXTERNAL MEETINGS**

City of Ely Allotments and Gardens Association – notes of a meeting held on the 15th January 2020 were noted.

**14. TO NOTE THE ANNUAL REVIEW OF THE COUNCIL’S POLICIES AND PROCEDURES**

Cllr A Whelan, Cllr C Whelan and Cllr Carlsson Browne had undertaken the annual review of the Council’s policies and procedures. The Clerk had produced a report on the recommendations from this review, which were noted and approved. Cllr Bellow agreed to be the appointed councillor for child and vulnerable adult protection. The Council’s Equality and Diversity Policy will be completely rewritten and the Clerk will draft a policy on dealing with the press and other media. The Chairman signed all the approved policies and procedures.

**15. TO NOTE THE ANNUAL REVIEW OF THE COUNCIL’S DIRECT DEBIT PAYMENTS**

The Clerk had undertaken the annual review of the Council’s direct debit payments. She had produced a report, which was noted and approved by members.

**16. TO NOTE THE ANNUAL REVIEW OF THE RISK MANAGEMENT PROCEDURES AS ADOPTED BY THE CITY OF ELY COUNCIL FOR 2019/20**

The Clerk had undertaken the annual review of the risk management procedures as adopted by the Council for 2019/20. She had produced a report, which was noted and approved by members.

**17. TO NOTE THE INTERNAL AUDIT REVIEW CHECKLIST UNDERTAKEN BY THE MAYOR AND DEPUTY MAYOR**

The Mayor and Deputy Mayor are in the process of undertaking this review and members will be notified when this has been completed.

## 18. TO CONSIDER MOTION FROM CLIMATE CHANGE WORKING GROUP

It was proposed that there should be a motion to Full Council calling on the Council to reduce its environmental impact by:

- Making papers available electronically (either on the website or by email) at the same time they would normally be sent by post.
- That ‘tabled’ papers should be provided electronically no later than 48 hours prior to the meeting to which they refer.
- Papers mailed out should be on recycled white paper & blue for confidential.
- Production of carbon impact report for all motions presented to Council

This recognises that there is both financial savings as well as climate change savings

Members agreed to defer this motion to a future meeting, as this needed to be looked at further.

## 19. TO MAKE COMMENTS ON THE CONSULTATION OF THE DRAFT SUPPLEMENTARY PLANNING DOCUMENTS (SPD) – NATURAL ENVIRONMENT AND CUSTOM AND SELF-BUILD HOUSING

It was agreed members should respond as individuals.

## 20. TO MAKE COMMENTS ON THE CONSULTATION OF THE REVIEW OF THE COUNTY LOCAL ENFORCEMENT PLAN FOR MINERALS AND WASTE DEVELOPMENT IN CAMBRIDGESHIRE

It was agreed members should respond as individuals.

## 21. TO DISCUSS THE COUNCIL’S POLICY ON THE HOLDING OF EVENTS IN RELATION TO THE CURRENT HEALTH SITUATION WITH REGARD TO COVID-19

Members discussed the current situation with regard to Covid-19 and agreed that at the present time, events would not be cancelled. It was agreed that if advice changes then the Council will take immediate action. It was agreed the Chairman of the Council, Chairman of the Personnel, Finance & Governance Committee and the Clerk would be delegated authority to act on any advice given by government, as the situation changes. It was also agreed that information should be put on the Council’s website informing the public to seek national guidance and respond to this in relation to Covid-19. This information will be updated as soon as there are changes in the government’s advice. A link will be provided to guidance on how to stay safe during this time.

## 22. FINANCE

Members approved the following payments:-

### *Direct debit payments and BACS payments*

Lex Autolease	695.29	Paid by direct debit
Chess ICT Ltd	209.36	Paid by direct debit
Barclaycard	307.21	Paid by direct debit
British Telecommunications	252.48	Paid by direct debit
British Telecommunications	252.92	Paid by direct debit
British Telecommunications	48.00	Paid by direct debit
ESPO	354.20	Paid by direct debit
ESPO	1257.79	Paid by direct debit
ESPO	537.71	Paid by direct debit
ESPO	212.41	Paid by direct debit
Shire Leasing PLC	284.70	Paid by direct debit
FuelGenie	214.95	Paid by direct debit
Virgin Media	62.40	Paid by direct debit
Virgin Media	62.40	Paid by direct debit
Barclays	233.23	Paid by direct debit
Greene King Brew & Retailing Ltd	1469.91	Paid by direct debit

**22. FINANCE CONTINUED .....**

Plan Communications Ltd	116.99	Paid by direct debit
Haven Power Ltd	2.19	Paid by direct debit
Haven Power Ltd	30.92	Paid by direct debit
Francotyp Postalia Ltd	250.00	Paid by direct debit
Francotyp Postalia Ltd	43.20	Paid by direct debit
Total Gas & Power	2864.12	Paid by direct debit
Total Gas & Power	239.53	Paid by direct debit
Total Gas & Power	52.66	Paid by direct debit
Total Gas & Power	263.24	Paid by direct debit
MLP Traffic Ltd	1260.00	Paid by BACS
D Holt	50.00	Paid by BACS
Charity Link	130.00	Paid by BACS

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

Martin & Mortimer Ltd	1920.00	113160
Elyi Magazine	100.00	113161
Warren Access	9545.88	113162
Shefs	988.80	113164
FloHeat Services Ltd	2688.00	113165
BFS Group Ltd	780.62	113166
Amazon Payments UK Ltd	5.93	113167
RGP Security Services Ltd	216.00	113168

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

CCTV Volunteer	5.40	113169
Nisbets	2.37	113170
Total Gas & Power	9.97	113171
Bright Publishing Ltd	180.00	113172
Mitchell & Mayle Ltd	144.00	113173
CD Hood Ltd	562.19	113174
SSP Direct Ltd	1118.86	113175
Warren Access	1717.12	113176
Glasswells	645.60	113177
Take One Media Ltd	3710.40	113178
LGRC Associates Ltd	5002.31	113179
Konica Minolta Bus Sols Ltd	294.93	113180
Caterfix Ltd	1142.64	113181
ESPO	91.92	113182
Gordon Harrison	778.34	113183
AmeyCespa (East) Ltd	47.44	113184
Jewson Ltd	68.88	113185
Aztek Services Ltd	475.20	113186
Mile Tree Brewery Ltd	115.06	113187
W Harvey	56.94	113185
ATS Heritage	300.00	113189
Trade UK Ltd	85.73	113190
Amazon Payments UK Ltd	117.55	113191
G & J Peck Ltd	71.59	113192
ECDC	13.63	113193
Rialtas Business Solutions Ltd	70.80	113194
Verve Digital Ltd	120.00	113195
Ensign Solutions Ltd	86.40	113196

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**22. FINANCE CONTINUED .....**

K & M Lighting Services	180.00	113197
CoolerAid Ltd	9.48	113198
BFS Group Ltd	160.72	113199
S Bradley	300.00	113201
CaterFix Ltd	501.55	113203
M Rouse	65.45	113200
Miss K Edmondson-Brown	4.60	113202
Cybertill Ltd	62.11	Paid by direct debit
S Blake	1181.00	Paid by BACS
Shefs	376.50	113204
Trade UK	23.46	113205
G & J Peck	4278.80	113206
CamAlarms Ltd	175.75	113207
Securitas Security Services (UK) Ltd	58.80	113208
Amazon Payments UK Ltd	16.99	113191
S Jay	44.22	113209
Heelis & Lodge	700.00	113210
Swann Of York Ltd	376.80	113212
City Cycle Centre	87.46	113211
Cybertill Ltd	178.80	Paid by direct debit
Worldpay	203.08	Paid by direct debit
Worldpay	117.82	Paid by direct debit
Sign of the Times Ltd	319.84	113213
BSFC Ely Ltd	240.00	113214
Ensign Solutions Ltd	43.20	113215
We are Blushed Ltd	288.00	113216

**Payments relating to staff since meeting on the 10th February 2020**

Salaries and wages	£36,696.52
Inland Revenue (tax & NI)	£8,036.02
Pension fund payments	£14,198.12

**Members noted and approved the bank reconciliation against the accounts for the period ending 31st January 2020**

The meeting closed at 8.35 pm.

# Cambridgeshire County Council Update – City of Ely Council

11<sup>th</sup> March 2020

## Coronavirus

The County Council's Director of Public Health, Dr Liz Robin is convening update and planning meetings at the County Council every Monday to deal with coronavirus. For daily updated information please go to: [www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](http://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

## Budget Setting

The County Council set its budget at the Full Council meeting in February - it was voted through as in the proposals outlined in my last report, with a focus on climate change, community facilities and highways.

## Cambridgeshire in Top 15 of Best Performing Councils for Adult Social Care

Impower are a sector leader in adult social care and work with many Councils across the UK. In Impower's annual report Cambridgeshire County Council and Peterborough City Council have come in the top 15 best performing authorities for adult social care out of 149. Measures of performance include promoting independence and early intervention as well as outcomes achieved and relative cost.

The inclusion of CCC and PCC on this list by Impower means both Councils (where senior officers are shared) have been able to achieve greater than average outcomes from a less than average spend per head. This suggests that users of social care across the county are getting better outcomes at the same time as the Council is making best use of public funds.

## New Archives Centre Opens in Ely



The new home of Cambridgeshire's County archives opened in February at The Dock, Ely. It is a fantastic new facility with visits to the centre increasing threefold since it opened.

I am delighted that East Cambridgeshire and historic Ely are host to the important county archives.

The cake was pretty impressive too!

## First £100k Homes by the Combined Authority are in East Cambs



The first homes to be built under the innovative £100k Homes project are being delivered in East Cambs in Fordham. Ground was broken on 3<sup>rd</sup> March at the Hill Homes site where 8 x £100k Homes will be built and ready for occupation at the end of the year.

You can read more about the £100k Homes project and register your support for the idea, or register your desire to purchase a £100k Home here: [100khomes.co.uk](http://100khomes.co.uk)

Over 1500 people have registered their interest in purchasing a £100k home to date - this helps us make the case to developers.

### **A14 Opening Six Months Early**

The new A14 will open 6 months ahead of schedule this spring. Some completion works will still be taking place, so for up to date information, please see the A14 website here:

<https://highwaysengland.co.uk/a14-cambridge-to-huntingdon-improvement-scheme-progress/>

### **Health and Wellbeing Strategy**

Residents are being invited to have their say on the next health and wellbeing strategy that will determine priority areas for improving people's health over the next four years. A draft joint Health and Wellbeing strategy for Cambridgeshire and Peterborough for 2020 to 2024 has been launched, with members of the public urged to share their views during a consultation period that runs until 30<sup>th</sup> April 2020. The consultation can be found here:

<https://consultcambs.uk.engagementhq.com/health-and-wellbeing-strategy-consultation>

### **Princess of Wales Hospital**

I continue to work with all stakeholders in the NHS in relation to redevelopment of the Princess of Wales Hospital in Ely. It is a complicated project with numerous different stakeholders but I am determined that we will secure the future of this vital facility for East Cambs.

### **A10/A142 "BP" and Lancaster Way Roundabouts**

The Combined Authority agreed additional funding for the upgrades of the two roundabouts just outside Ely. The BP roundabout work is critical to unlocking further jobs growth (more than 2,500 new jobs) at the Lancaster Way Business Park and is being delivered through section 106 contributions and Growth Funding. The work on the BP roundabout will be carried out first and is hoped to begin in the summer this year.

In order to unlock the benefits of the BP roundabout changes, work also needs to be done to the Lancaster Way roundabout and the proposed design will be put to public consultation in due course.

### **CAM Consultation**

A public consultation has been launched on the Combined Authority's proposed Cambridgeshire metro. The consultation can be accessed here: <https://cam.consultationonline.co.uk/public-consultation/>

Anna Bailey, Cambridgeshire County Councillor for Ely South

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