

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 3<sup>rd</sup> February 2020 at 7:00 pm

**Present:** Mr R Turton (Chairman)  
 Miss K Williams (Vice-Chair & Lead Member for Housing)  
 Mr D Crellin (Lead Member for Environmental and Technical Services)  
 Mr M Macfarlane (Lead Member for Finance and General Purposes)  
 Mr A Allen  
 Mr C Quirk

**In Attendance:** Mrs L Radcliffe (Chief Executive/Clerk)  
 Mrs S Johnson (Finance Manager)  
 Mr R Phillips (District Surveyor)  
 Ms A Crellin (Executive Officer/Assistant)

Presentation from Internal Auditors (Grant Thornton) and introduction to the Board prior to the start of the Board Meeting.

**C20/02/01/01**

**TO CHOOSE A PERSON TO PRESIDE IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT**

Not necessary.

**C20/02/01/02**

**BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS**

**1. Rate Setting**

The Lead Member for Finance and General Purposes thanked his fellow Commissioners and Officers for their contribution and prudent scrutiny throughout the budget setting process.

In setting a budget for the forthcoming year Board members wished to sustain the current level of services to the community, maintain a rolling programme of maintenance and make provision for capital projects such as improving access for all members of the public to Commissioners facilities and start a public toilet refurbishment programme.

The district rate for the financial year ending March 2021 will be increase by 5p to 323p in the pound, equivalent to a 1.57% increase.

The Lead Member for Finance and General Purposes advised that the overall financial position of the Authority remains sound with healthy reserves. This forthcoming budget utilises recent efficiency gains to partially offset the impact of natural inflation and increased charges passed on from central government.

During the past 12 months the Authority has continued on a journey to identify cost effective and innovative ways of providing services with a particular focus during this period on implementing improvements to working practices and the organisational structure.

**C20/02/01/03**

**MINUTES**

**1. Ordinary meeting held on Monday 20<sup>th</sup> January 2020**

The minutes of the Ordinary Meeting held on Monday 20<sup>th</sup> January 2020, copies of which having previously been circulated, were considered.

It was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

*Mr Allen did not cast a vote as he was not present at the meeting of the 20<sup>th</sup> January 2020.*

**C20/02/01/04**  
**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES**

1. **Bus Shelter at Bonds Restaurant**

The Chairman reported to the meeting that he had attended a meeting with the Minister for Infrastructure along with the Vice Chairman and Chief Executive/Clerk on Wednesday 29<sup>th</sup> January 2020.

The Chairman advised that the Minister for Infrastructure is willing to consider changing the current bus shelter provided that the Authority can prove that residents want this.

The Chief Executive/Clerk advised that the Minister for Infrastructure had requested that the Authority carry out a survey asking Residents if they are a regular bus user and if the bus shelter is fit for purpose.

**C20/02/01/05**  
**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED**

None.

**C20/02/01/06**  
**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

**C20/02/01/07**  
**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

**C20/02/01/08**  
**PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE**  
**PLANNING COMMITTEE**

1. **Plans to the Board**

(a) The following plans were considered by the Board.

(I) **PA 20/00026 Miss L Earnshaw – 117 King Edward Road**

Members were advised that the planning application was for replacement of existing dwelling.

In answer to questions, the District Surveyor advised that:-

- No comment had been received; and
- The cut-off date to the application was the 14<sup>th</sup> February 2020

After Members Consideration it was proposed by Mr Crellin and seconded by Mr Allen unanimously **RESOLVED that PA 20/00026 – 117 King Edward Road be recommended for approval.**

2. **Planning Communications**

None.

**C20/02/01/09**

**FINANCE AND GENERAL PURPOSES**

1. **Onchan Park Charges**

To be considered In Committee.

2. **Miscellaneous Charges**

To be considered In Committee.

**C20/02/01/10**

**REPORT FROM THE CLERK OR OTHER OFFICER**

1. **Cyber Security**

The Chief Executive/Clerk advised that there are no further updates from the previous meeting and that a paper will come to the Board from the Finance Manager in relation to Cyber Insurance.

2. **Equality**

None.

3. **Media Contact Policy**

The draft Media Contact Policy a copy of which having previously been circulated was considered.

The Chief Executive/Clerk confirmed that she and the Chairman are the media spokes' person on behalf of the Authority and that she in discussion with the Chairman will decide who the most appropriate person is to carry out the relevant media release.

Amendment – Page 7 point 12.2 delete the word the “Council”.

Subject to the above mentioned, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVD that the Media Contact Policy be approved and adopted.**

4. **Local Elections – Returning Officer**

The Report of the Chief Executive/Clerk dated 20<sup>th</sup> January 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Turton and seconded by Miss Williams and unanimously **RESOLVED that the Chief Executive/Clerk be appointed as the Returning Officer for the Authority in the 2020 Local Election.**

**C20/02/01/11**

**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS**

1. **Crosh Pobble Chonnaghyn Reception**

A copy from the recipient of the Crosh Pobble Chonnaghyn, Onchan Community Cross Award thank you note having previously been circulated was noted.

**C20/0201/12**  
**QUESTIONS**

None.

**C20/02/01/13**  
**MOTIONS**

None.

**C20/02/01/14**  
**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**

1. **Building Control Fees**

To be considered In Committee.

2. **Road Sweeper Vehicle Options**

To be considered In Committee.

3. **Vehicle Costs**

To be considered In Committee.

**C20/02/01/15**  
**HOUSING MATTERS**

1. **Kitchen Framework Scheme 2020**

To be considered In Committee.

**C20/02/01/16**  
**CHAIRMAN'S ANNOUNCEMENTS**

1. **Attendances**

(a) **Chairman's Attendances**

The Chairman confirmed that he had attended the funeral of former Commissioner and Chairman of Onchan Village Commissioners, Mr Pat Goodby. and that of the Douglas Borough Councillor and Deputy Mayor Miss Debbie Pitts.

2. **Dates for the Diary**

Date	Organisation	Event	Time
4 <sup>th</sup> February 2020	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:30 pm to 3:30 pm
7 <sup>th</sup> February 2020	Onchan District Commissioners	Douglas Borough Council – Reception	6:00pm
10 <sup>th</sup> February 2020	Onchan District Commissioners	Joint Political Meeting	6:30 pm to 8:30 pm
12 <sup>th</sup> February 2020	Onchan District Commissioners	Civic Reception	6:00 pm to 8:00pm
17 <sup>th</sup> February 2020	Onchan District Commissioners	Board Meeting	7:00 pm

**C20/02/01/17**

**ANY OTHER BUSINESS**

**1. Draft Onchan Road Map**

A Member commented that the following suggested comments be included in the Authority's response to the draft Onchan Road Map.

All references to the cycle lane at Onchan Park should be changed to Onchan Park perimeter.

Section 9 – Fencing on King Edward Road – it was request that the Department of Infrastructure are requested to provide the Section of the Act which applies to the Authority and remove the current statement

Section 19 – Mount View Road – one way systems of other areas are missing, Victoria Road, Elm Tree Drive and Nursery Avenue.

**2. Isle of Man Astronomical Society**

A Member commented they had attended the stargazing event which was being held at Onchan Park on the 31<sup>st</sup> January, 1<sup>st</sup> and 2<sup>nd</sup> February. The member advised that the event had been very well attended.

***The Public session of the Meeting ended at 19:50 pm***

**C20/02/01/18**

**MINUTES**

**1. Staffing Minutes held at the Ordinary Meeting of 20<sup>th</sup> January 2020**

The Staff Minutes of the Ordinary Meeting held on Monday 20<sup>th</sup> January 2020, copies of which having previously been circulated, were considered.

It was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

***Mr Allen did not cast a vote as he was not present at the meeting of the 20<sup>th</sup> January 2020.***

**C20/02/01/19**

**FINANCE AND GENERAL PURPOSES**

**1. Onchan Park Charges**

The following matter was considered In Committee and transferred to the Public domain.

A copy of the Report of the Finance Manager dated the 29<sup>th</sup> January 2020, a copy of which having previously been circulated was considered.

## **Tickets**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Crellin and unanimously **RESOLVED that the ticket prices for 2020/21 remain the same as the previous year.**

**Bowling**

After a discussion, it was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that the fees for 2020/21 remain the same as the previous year.**

**Group Booking**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Crellin and unanimously **RESOLVED that the discount also apply to a family day ticket for 2 adults and 1 child and a single ticket for over 65's.**

**Opening Hours**

After a discussion, it was proposed by Mr Allen and seconded by Mr Crellin and unanimously **RESOLVED that the park opening be 10:30 am to 5:30 pm.**

It was confirmed that if a booking has been made in advance, the Park Agent would open the park for the additional hours requested.

**Agent Costs**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the increase of the Park Agents fees of 5% be approved.**

**Park Attendants**

The District Surveyor confirmed that the Park Attendants positions are currently in the process of being advertised.

**2. Miscellaneous Charges**

The following matter was considered In Committee and transferred to the Public domain.

A copy of the Report of the Finance Manager dated the 29<sup>th</sup> January 2020, a copy of which having previously been circulated was considered.

**Garage Rent**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the garage rents for 2020/21 remain the same as the previous year.**

**Commercial Refuse Collections**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that commercial refuse collection increase by approximately 4%.**

**Additional Domestic Bin Collection**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the charge of £40.00 per additional domestic bin collection remain the same.**

**C20/02/01/210**  
**ENVIRONMENTAL & TECHNICAL SERVICES MATTERS**

1. **Retrospective Building Control Fees**

The following matter was considered In Committee and transferred to the Public domain.

A copy of the Report from the District Surveyor dated 20<sup>th</sup> January 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that the Authority's Letter of Comfort fee increase to £95.00 and that an administration cost of £22.50 per document be introduced in line with other departments.**

2. **Road Sweeper Vehicle Options**

The following matter was considered In Committee and transferred to the Public domain.

A copy of the Report from the District Surveyor dated 26<sup>th</sup> January 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the Authority lease a Scarab M25H Road Sweeper subject to a demonstration vehicle being provided for the District Surveyor to confirm that this is suitable for the Authority's requirements.**

3. **Vehicle Costs**

The following matter was considered In Committee and transferred to the Public domain.

A copy of the Report from the Chief Executive/Clerk dated 29<sup>th</sup> January 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that review of the Authority's vehicles be carried out every 3, 5 and 7 years and that it is at the discretion of the Officers if the Authority should lease or replace the existing vehicles.**

**C20/02/01/21**  
**HOUSING MATTERS**

1. **Kitchen Framework Scheme 2020**

The following matter was considered In Committee and transferred to the Public domain.

The Report of the District Surveyor dated 30<sup>th</sup> January 2020, having previously been circulated was considered.

Mr Crellin commented that the loan should be taken out for the length of the life expectancy of the kitchen.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and **RESOLVED that the Kitchen Framework Scheme 2020 is hereby approved and that the Officers are authorised to decide the length of the loan.**

***Miss Williams declared an interest and did not vote.***

C20/02/01/22  
ANY OTHER BUSINESS

1. Buying/Lease of Land

The Lead Member for Environmental and Technical Services advised the Board that they had been contacted by a resident in relation to buying/leasing a part of a piece of land owned by Onchan District Commissioners. [amended by ODC 17/02/20]

After a discussion, it was agreed that the District Surveyor to look in to the above and report back to the Board. [amended by ODC 17/02/20]

*There being no further business the meeting ended at 21:55 pm*