

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 5th February 2018 at 7.05 p.m.

Present:	Mr. A. Allen	(Chairman)
	Mr J. Cherry	(Lead Member for Properties and Amenities)
	Mr D. Crellin	(Lead Member for Environmental and Technical Services)
	Mr M. Macfarlane	(Vice-Chair and Lead Member for Finance and General Purposes)
	Mr C. Quirk	
	Mr R. Turton	(from 7.35 p.m.)
	Miss K. Williams	
In Attendance:	Mr T.R. Craig	(Deputy Clerk)
	Ms A.S. Dentith	(Senior Administrator)
Apologies:	Mr B.T. Price	(District Surveyor)

C18/02/01/01

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

Not necessary.

C18/02/01/02

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

None.

C18/02/01/03

MINUTES

1. Ordinary meeting held on Monday 22nd January 2018

The minutes of the ordinary meeting held on Monday 22nd January 2018, copies of which having previously been circulated, were considered.

(a) C18/01/03/20(2) - Code of Conduct.

1st paragraph, 2nd sentence, change word 'concept' to the word "document".

The whole discussion to be moved to In Committee as it relates to a staffing issue.

Subject to the above amendment, it was proposed by Mr Quirk, seconded by Mr Macfarlane and **RESOLVED that the minutes be agreed as a correct record of proceedings and be signed by the Chairman.**

2. Staff Minutes of Ordinary meeting held on Monday 8th January 2018

To be considered In Committee.

3. Minutes of the Extra-Ordinary meeting held on Monday 15th January 2018

To be considered In Committee.

4. Minutes of the ordinary meeting held on Monday 22nd January 2018

To be considered In Committee.

5. **Staff Minutes of the extra-ordinary meeting held on Monday 29th January 2018**

To be considered at the next ordinary meeting.

C18/02/01/04

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES

1. **C1801/03/18(1)(a) – 01/46**

The Deputy Clerk advised that a letter has yet to be drafted.

It was proposed by Mr Macfarlane, seconded by Mr Cherry, and unanimously **RESOLVED that the correspondence be signed and issued by the Chairman.**

2. **Member Communications**

To be considered In Committee.

C18/02/01/05

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

1. **District Surveyor**

The Deputy Clerk advised that the District Surveyor was absent due to ill health. Further update to be given In Committee.

C18/02/01/06

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C18/02/01/07

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 18/00071 & PA 18/00072 – Kates Cottage, Mountain Road, Installation of a sewerage treatment plant in association with PA 18/00072/CON.

It was proposed by Mr Cherry, seconded by Mr Crellin, and unanimously **RESOLVED that PA 18/00071 & PA 18/00072 – Kates Cottage, Mountain Road be recommended for approval subject to complying with all environmental conditions.**

- (ii) PA 18/00078 – 2 Lag Birragh Drive, Extension of existing balcony and installation of retractable awning to existing balcony.

It was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that PA 18/00078 – 2 Lag Birragh Drive be recommended for approval.**

- (iii) PA 18/00080 – The Cottage, Woodland Heights, Ashley Road, Installation of front dormer window at first floor level (forming amendment to PA 13/00243/B).

It was proposed by Mr Crellin, seconded by Mr Quirk, and **RESOLVED that PA 18/00080 – The Cottage, Woodland Heights, Ashley Road be recommended for approval.**

2. Planning Communications

None.

C18/02/01/08

FINANCE AND GENERAL PURPOSES

1. Management Accounts

To be considered In Committee.

C18/02/01/09

REPORT FROM THE CLERK OR OTHER OFFICER

1. Telephone System

The Deputy Clerk advised that the meeting had been held, and he had outlined to the representative from Wi-Manx what was required including the restoration of the direct dial numbers to the officers, and each department to have a primary hunt number. A Member commented that many complaints had been received.

The Vice-Chairman stated that system needs to be improved or reinstated to what it was.

The Deputy Clerk will report back to the Board when further information is available.

2. Staffing Matters

To be considered In Committee.

C18/02/01/10

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Stargazing Event

Letter of thanks received from the Isle of Man Astronomical Society for the assistance given with this successful event at the Dark Skies Site in Onchan Park. *Noted with pleasure.*

2. Civic Service - Arbory Parish Commissioners

Invitation received from the Chairman and Members of the Arbory Parish Commissioners to their annual Civic Service to be held on Sunday 11th February at 10.30 a.m at Ballabeg Methodist Chapel.

C18/02/01/11

QUESTIONS

None.

C18/02/01/12

MOTIONS

None.

C18/02/01/13

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Purchase of Parks Vehicle

Report of the District Surveyor dated 26th January 2018, having previously been circulated, was considered. Discussion ensued with regard to the economic viability of replacing the vehicle.

A Member suggested that the Parks Foreman be consulted to ensure that the vehicle has the features required for use by the Parks Department.

In answer to comment, the Deputy Clerk advised that the replacement vehicle policy had been discussed a number of times, and the last decision of the Board was to run vehicles till they were beyond economic viability.

In answer to comment, the Deputy Clerk explained the depreciation value on vehicles and disposal process of a vehicle.

In answer to comment from the Vice-Chairman, Members agreed that a replacement vehicle policy should be investigated by the incoming Finance Manager, taking into account the depreciation value and running costs.

It was proposed by Mr Macfarlane, seconded by Mr Cherry, and unanimously **RESOLVED that a replacement vehicle for use of the Parks Department be sourced, subject to consultation with the Parks Foreman. The Cost to not exceed the budget already set aside.**

2. Purchase of Wheeled Bins

Report of the District Surveyor dated 26th January 2018, having previously been circulated was considered.

In answer to question, the Deputy Clerk advised that the supplier of the wheeled refuse bins did not provide the dog waste bins.

After discussion, it was agreed that a report be given to the Board advising of the number of wheeled bins required and the projected cost. Also, to investigate bulk purchasing with other Local Authorities to help reduce the transportation cost.

Discussion ensued with regard to plastic dog bins versus metal bins. The Deputy Clerk advised that legislation changed to permit dog waste to be mixed with ordinary litter.

Chairman requested that the Operations Manager be invited to attend the next meeting of the Board.

3. Street Lighting

To be considered In Committee.

C18/02/01/14

PROPERTIES AND AMENITIES MATTERS

1. Housing Allocations

To be considered In Committee.

C18/02/01/15**CHAIRMAN'S ANNOUNCEMENTS****1. Crosh Pobble Chonnaghyn (Onchan Community Cross Award)**

Presentation to take place on Friday 9th February at 6.00 p.m. Apologies received from Mr Cherry

2. Dates for the Diary

- 6th February 2018 – Commissioners Surgery
 - 2.30 p.m. – Heywood Court – Miss Williams and Mr Quirk
 - 6.30 p.m. – Onchan Hub – Mr Cherry and Mr Crellin
- 9th February 2018 – Crosh Pobble Chonnaghyn Presentation
- 11th February 2018 – Arbory Parish Commissioners, Civic Service
- 12th February 2018 – Extraordinary Meeting – Onchan Park
- 4th March – Malew Parish Commissioners, Civic Service

C18/02/01/16**ANY OTHER BUSINESS****1. Junior Commissioners**

The Board were advised that a meeting of Junior Commissioners had taken place on 30th January 2018. The Vice-Chairman felt that the meeting was successful and it was good to see the young people airing their views around the Board table. One of the matters raised was Vandalism in and around the schools.

The Chairman referred to the meeting held with the MHKs for the Onchan and Garff constituencies, and they had been challenged to see whether there was anything that they could do done in terms of the legislation. The Deputy Clerk was requested to write to the MHKs for Onchan and Garff to see if there was any update and to include the comment that during the Junior Commissioners Board meeting the perception of the young people they represent is that there is a high level of crime in Onchan.

The Deputy Clerk informed Members that there was a new Inspector in post for the Central Neighbourhood Police Team.

A Member stated that there was no effort being made to increase the size of the force, and that the Chief Constable's report to Tynwald stated that the community policing was low down on the Chief Constable's list as he did not have the manpower.

Members requested that the Chief Constable, Inspector Callow, Minister for Home Affairs and the MHKs for Onchan and Garff, be invited to an extraordinary meeting of the Board.

The meeting moved to In Committee proceedings at 8.20 p.m.

C18/02/01/17**MINUTES****1. Staff Minutes of Ordinary meeting held on Monday 8th January 2018**

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

The staff minutes of the ordinary meeting held on Monday 8th January 2018, copies of which having previously been circulated, were considered.

Change wording to read "Vice-Chairman".

Subject to the above amendment, it was proposed by Mr Turton, seconded by Mr Quirk and unanimously **RESOLVED that the minutes be agreed as a correct record of proceedings and be signed by the Chairman.**

2. Minutes of the Extra-Ordinary meeting held on Monday 15th January 2018

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

The staff minutes of the extra-ordinary meeting held on Monday 15th January 2018, copies of which having previously been circulated, were considered.

It was proposed by Mr Cherry, seconded by Mr Turton and **RESOLVED that the minutes be agreed as a correct record of proceedings and be signed by the Chairman.**

Miss Williams did not vote as she was not in attendance at the meeting.

3. Staff Minutes of the meeting held on Monday 22nd January 2018

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

The staff minutes of the ordinary meeting held on Monday 22nd January 2018, copies of which having previously been circulated, were considered.

(a) Page 2, last sentence, change the word "liaising" to consulting.

(b) Transfer the Code of Conduct to the staff minutes from the minutes of the public meeting of 22nd January 2018.

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

C18/02/01/18

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES OF ANY SPECIAL COMMITTEES

1. Member Communications

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

Chairman referred to the meeting of the Board held on 22nd January which resolved that a zero rate increase was to be announced. He expressed disappointment that a post had been placed on social media by a Member ahead of the official statement which was to be released the next morning.

The Chairman informed Members that he had requested a meeting with the Member concerned, but they were unable to attend.

The Chairman stated that there is a policy document dated November 2013, which gives guidance on information put on social media. He felt the information, to his mind, gave the wrong impression to the general public, and it was issued without any authorisation from either the Chairman or from the Lead Member for Finance and General Purposes.

A Member stated that the announcement was in the public part of the meeting, and any resident in the public gallery could make comment. If the information was not to be released, then it should have not been in the public domain or at the least, should have had an embargo placed on the information.

In answer to comment, the Deputy Clerk confirmed that the post on social media was of information then in the public domain, and Standing Orders were with reference to matters dealt with in private. The facts of the matter are straightforward, the Lead Member for Finance and

General Purposes' statement was disclosed in the public arena, the Board's protocol is that the information be publicised by press statement through the Chairman or normally the Lead Member.

A Member stated that each Member is responsible for their own behaviour. Protocol is advisable to use but is not a legal requirement, and Members cannot be bound unless the matter had been discussed in private. The announcement became public the moment the Lead Member made a statement in the public meeting.

A discussion ensued with regard to transparency and sharing of information. The Chairman stated that Members of the Board should show a degree of discretion, and hoped that the discussion helped for a better understanding, and requested that the policy documents be reissued.

C18/02/01/19

FINANCE AND GENERAL PURPOSES

1. Management Accounts

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

Management Accounts for the period to 31st December 2017, having previously been circulated were considered.

The Deputy Clerk advised as follows:-

- A resume was given of the budgeted surplus.
- Explanation was given with regard to the non-rate borne expenditure.
- A final draw down was due for the construction of Marion Road flats.
- The Elderly Persons Complex Housing running costs exceed the income received. Every year that no deficiency payments are received from Central Government means eating in to the income from general housing.

The Deputy Clerk advised that the Chairman has issued a letter to the Minister of the Department of Infrastructure regarding the punitive use of deficiency payments being withheld.

In answer to comment, the Deputy Clerk advised that no start date had been given for the Finance Manager as we are currently awaiting the approval to the appointment from the Department of Infrastructure.

C18/02/01/20

CONSIDERATION OF ANY REPORT FROM THE CLERK OR OTHER OFFICER

1. Staffing Matters

See staff minute book.

C18/02/01/20

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

1. Street lighting

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

After a brief discussion, the Deputy Clerk advised that communication was awaited from the Manx Utilities Authority regarding their testing equipment.

A Member requested that the Authority's own Health and Safety Consultants be involved.

In answer to comment, the Deputy Clerk advised that the Acting District Surveyor would take the lead on technical queries.

Reference was made with regard to the cost of replacing street lights, including groundworks, purchase and wiring. It was noted that this may need to go through a tender process.

A Member commented that the Health and Safety Consultant should look at the 20 street lights which had previously been highlighted. Consideration should be given to assessing the need for like for like replacement, given the new LED heads being fitted.

C18/02/01/21

SUSPENSION OF STANDING ORDERS

It was proposed by Mr Macfarlane, seconded by Mr Crellin, and unanimously **RESOLVED** that **Standing Orders be suspended to complete the business on the agenda to no later than 10.15 p.m.**

C18/02/01/22

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS CONTINUED

1. Street lighting continued

The Chairman summarised that the Authority would speak with the Manx Utility Authority and the Health and Safety Consultant.

C18/02/01/23

PROPERTIES AND AMENITIES MATTERS

1. Housing Allocations

The following matter was considered in committee and transferred to the public domain.

Mr Macfarlane declared an interest.

On the proposal of Mr Cherry, seconded by Miss Williams, it was unanimously **RESOLVED** that **the tenancy of 13/12 be offered to HA 3875.**

C18/02/01/24

ANY OTHER BUSINESS

1. Code of Conduct

The following matter was considered in committee and transferred to the public domain.

The Deputy Clerk noted Members concerns, and pointed out that the Authority are currently understaffed in the senior management positions. ^[amended by ODC 19/02/18] He assured Members that the matter was not being ignored, amendments would be made and circulated.

A Member stated his expectation that the matter be brought before the next meeting of the Board.

2. Annual General Meeting – May

The following matter was considered in committee and transferred to the public domain.

A Member requested that consideration be given to confirming a Chairman-Elect prior to the annual general meeting in May. Matter to be placed on the agenda for further discussion.

There being no further business, the meeting closed at 10.15 p.m.