

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 7th September 2020 at 7:00 pm

Present: Mr D Crellin (Chairman)
 Mr M Macfarlane (Vice-Chair & Lead Member for Finance and General Purposes)
 Mr A Allen (Lead Member for Housing)
 Mr C Quirk (Lead Member for Environmental and Technical Services)
 Mr R Turton
 Miss K Williams From 19:05 pm

In Attendance: Mrs L Radcliffe (Chief Executive/Clerk)
 Mr R Phillips (District Surveyor) *(until 7.10 p.m.)*
 Mrs S Johnson (Finance Manager)
 Mrs A Gale (Housing Manager) *(until 8.35 p.m.)*
 Miss A Crellin (Executive Officer/Assistant)

C20/09/01/01

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

Not necessary.

C20/09/01/02

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

Not necessary.

C20/09/01/03

MINUTES

1. Ordinary meeting held on Monday 24th August 2020

The minutes of the Ordinary Meeting held on Monday 24th August 2020, copies of which having previously been circulated, were considered.

(a) C20/08/02/10(1) – Rent Setting 2021/22

Page 3, third paragraph, at the end of the sentence add “to support the inflationary rises for contractors and suppliers. The benefit system will further support those who require financial assistance.”

Within the resolution add the “words a recommendation” so that the resolution reads: “that the Authority approve a recommendation to approve a zero percent rent increase for 2021/22 and for the Chief Executive/Clerk to write to the Department of Infrastructure.”

(b) Attendances – Mrs Gale was not present at the meeting.

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

Mr Allen and Miss Williams did not cast a vote as they were not present at the Board Meeting of the 24th August 2020.

C20/09/01/04

BUSINESS ARISING FROM SUCH MINUTES IF NOT REFERRED TO IN THE MINUTES

None.

C20/09/01/05BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/09/01/06BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/09/01/07BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/09/01/08BUSINESS ADJOURNED FROM A PREVIOUS MEETING1. Minutes of the Ordinary Meeting held on Monday 10th August 2020

The minutes of the Ordinary Meeting held on Monday 10th August 2020, copies of which having previously been circulated, were considered.

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

Mr Turton did not cast a vote as he was not present at the Board Meeting of the 10th August 2020.

C20/09/01/09PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE1. Plans to the Board

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

(i) PA 20/00884 56 Majestic Drive, Mr & Mrs G Horton

Members were advised that the application was for the extension of existing first floor balcony and alteration to first floor window.

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

- No comments had been received.
- The cut-off date to the application is the 11th September 2020.
- Correspondence had been issued to neighbouring properties to advise of the planning application.

It was agreed that **PA 20/00884 - 56 Majestic Drive be deferred to the next Board Meeting to allow time for comments to be received from the public.**

(ii) PA 20/00905 11 Links View, Mrs H Gamill

Members were advised that the application is for additional use of detached ancillary accommodation as tourist accommodation.

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

- No comments had been received.
- The cut-off date to the application is the 18th September 2020.
- Correspondence had been issued to neighbouring properties to advise of the planning application.

It was agreed that **PA 20/00905 - 11 Links View be deferred to the next Board Meeting to allow time for comments to be received from the public.**

(iii) PA20/00912 31 Wybourn Drive, Mr J Feeney & Miss A Cowan -

Members were advised that the application is for an extension to the side elevation and installation of dormer window.

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

- No comments had been received.
- The cut-off date to the application is 18th September 2020.
- Correspondence had been issued to neighbouring properties to advise of the planning application.

It was agreed that **PA20/00912 – 31 Wybourn Drive be deferred to the next Board Meeting to allow time for comments to be received from the public.**

Mr Quirk declared an interest.

2. Planning Communications

a) PA 20/00337 – “Far End”, King Edward Road – 80 Bed Care Home

The District Surveyor advised the Board that the Planning Committee had approved the above planning application and that the applicant is in the process of submitting a building control application.

b) PA 20/00567 – 28 Victoria Avenue – Extension to provide garage and additional living accommodation

The District Surveyor advised the Board that the Planning Committee had approved the above mentioned planning application. No comments have been received from any neighbouring properties.

The District Surveyor left the meeting at 19:16 pm

C20/09/01/10
FINANCE AND GENERAL PURPOSES

None.

C20/09/01/11
REPORT FROM THE CLERK OR OTHER OFFICER

1. Cyber Security

None.

2. Equality – Single Entity

None.

3 Photography and Images Policy

A copy of the Photography and Images Policy having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane, seconded by Mr Quirk and unanimously **RESOLVED that the Photography and Images Policy be approved and adopted.**

4. Guidance for Staff Writing Witness Statements or Giving Evidence in Court – Office Practice

A copy of the Guidance notes for staff writing witness statements or giving evidence in Court, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane, seconded by Mr Quirk and unanimously **RESOLVED that the Guidelines for Staff Writing Witness Statements or Giving Evidence in Court Policy be approved and adopted.**

5. Nivison Stadium 70th Anniversary Celebrations

To be considered In Committee.

6. Staffing Matter

To be considered In Committee.

C20/09/01/12**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Consultation – Capacity Policy**

A copy of the correspondence dated 21st August 2020, received from the Department of Health and Social Care in relation to a Consultation on Capacity Policy Principles, having previously been circulated and was noted. It was agreed that the link to the Government Website for the consultation would be forwarded to Members electronically.

2. War Memorial Trust

A copy of the letter received on the 17th August 2020, from the War Memorial Trust, having previously been circulated was noted.

It was requested that the Chief Executive/Clerk reply appropriately, to advise that the Authority is unable to make a donation.

C20/0201/12**QUESTIONS**

None.

C20/09/01/13**MOTIONS**

None.

C20/09/01/14**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**

None.

C20/09/01/15**HOUSING MATTERS**

None.

C20/09/01/16**CHAIRMAN'S ANNOUNCEMENTS**1. **Attendances**

The Chairman advised that he had attended the following:-

(a) 28th August 2020 – National Service of Reflection at St Georges Church.

The service provided an opportunity to say thank you to those who helped the Island through COVID-19 and to think of those who lost their lives to the pandemic.

(b) 1st September 2020 – Commissioners' Surgery, Springfield Court

In answer to comment, the Chief Executive/Clerk advise that a number of actions were raised and are receiving attention. 15 residents had attended.

(c) 5th September 2020 – Commissioners' Surgery, The Hub.

There were no attendees on this occasion.

2. **Dates for the Diary**

Date	Organisation	Event	Time
14 th September 2020	Onchan District Commissioners	Joint Political Meeting	6:30 pm
21 st September 2020	Onchan District Commissioners	Board Meeting	7:00 pm

C20/09/01/17**ANY OTHER BUSINESS**

None.

The Public session of the Meeting ended at 19:23 pm

C20/09/01/18**REPORT FROM THE CLERK OR OTHER OFFICER**1. **Nivison Stadium - 70th Anniversary Celebrations**

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

The report of the Chief Executive/Clerk dated 2nd September 2020, having previously been circulated was considered.

It was proposed by Mr Crellin, seconded by Mr Turton and unanimously **RESOLVED** that the **Events Committee explore options for the 70th Anniversary Celebrations for Nivison Stadium using outside resources.**

C20/09/01/20

ANY OTHER BUSINESS

1. Staffing Matter

See Staff Minute Book.

The Housing Manager left the meeting at 20:36 pm

There being no further business the meeting ended at 21:25 pm