

Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 12<sup>th</sup> November 2018 at 7.02 p.m.

**Present:**

Mr. M. Macfarlane	(Chairman)
Mr A. Allen	(Vice-Chairman)
Mr J. Cherry	(Lead Member for Properties and Amenities)
Mr D. Crellin	(Lead Member for Environmental and Technical Services)
Mr C. Quirk	(from 7.20 p.m.)
Mr R. Turton	(Lead Member for Finance and General Purposes)
Miss K. Williams	

**In Attendance:**

Mrs L. Radcliffe	(Chief Executive/Clerk)
Mr T.R. Craig	(Deputy Clerk)
Mrs S. Johnson	(Finance Manager)
Mr R. Phillips	(Acting District Surveyor) (from 7.10 p.m.)
Ms A.S. Dentith	(Senior Administrator)

Before the commencement of proceedings, Members of the Board of Onchan District Commissioners and Officers stood for 1 minutes silence as a mark of respect in honour of the former Chairman and long serving Member, the late Mr John Frederick (Jack) Skillicorn.

The Chairman welcomed Mrs Radcliffe to the meeting in her new role as Chief Executive and Clerk to the Commissioners.

#### **C18/11/01/01**

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

Not necessary.

#### **C18/11/01/02**

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

None.

#### **C18/11/01/03**

#### **MINUTES**

#### **1. Ordinary meeting held on Monday 29<sup>th</sup> October 2018**

The minutes of the ordinary meeting held on Monday 29<sup>th</sup> October 2018, copies of which having previously been circulated, were considered.

- (a) Page 2, PA 18/00509 – Carlton, Hillberry Road. Remove the word ‘unanimously’ from the resolution.
- (b) Page 3, PA 18/01052 – 2 King Edward Park. Remove the word ‘unanimously’ from the resolution.
- (c) Page 5, Onchan Wetlands. Remove The Board of Commissioners and replace with ‘a Member of the Board’.

Subject to the above amendments, it was proposed by Mr Allen, seconded by Mr Cherry, and unanimously **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 29<sup>th</sup> October 2018**

To be considered In Committee.

**C18/11/01/04**

**BUSINESS ARISING NOT REFERRED TO IN THE MINUTES**

1. **C18/10/04/10(1) - Onchan Silver Band**

Commissioner Cherry advised that he would be able to attend the Christmas Concert on Sunday 16<sup>th</sup> December 2018.

2. **Nuisance Abatement Notice**

In answer to question, the Deputy Clerk advised that he would bring an update to the next meeting of the Board regarding the Nuisance Abatement Notice for the bring bank site on Seacliffe Road.

3. **Chief Executive/Clerk – Recruitment**

The Chairman was pleased to announce the appointment of Mrs L. Radcliffe as Chief Executive/Clerk to Onchan District Commissioners and wished her well in the position.

**C18/11/01/05**

**BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE**

None.

**C18/11/01/06**

**BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

**C18/11/01/07**

**PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE**

1. **Plans to the Board**

Due to the unavoidable delay of the Acting District Surveyor, planning matters were deferred to later in the meeting.

**C18/11/01/08**

**FINANCE AND GENERAL PURPOSES**

1. **Management Accounts**

To be considered In Committee.

2. **Insurance Renewal Premium**

To be considered In Committee.

**C18/11/01/09**

**REPORT FROM THE CLERK OR OTHER OFFICER**

1. **Board Meeting Dates 2019**

The list of Board Meeting Dates for 2019 having previously been circulated was considered. It was agreed that the matter be brought back to the next meeting of the Board in respect of the date of the Annual General Meeting.

2. **Staffing Matter**

To be considered In Committee.

**C18/11/01/10**

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

1. **Royal Artillery Association**

Invitation received 7<sup>th</sup> November 2018 to attend the St Barbara's Day Service to celebrate Regimental Day on Sunday 2<sup>nd</sup> December 2018 at 11.00 a.m. at St Thomas' Church, Douglas.  
*Noted.*

2. **Port St Mary Commissioners**

Invitation received to attend the Celebration of Christmas on Friday 7<sup>th</sup> December 2018 at 7.30 p.m. Apologies to be extended as the event coincides with the Onchan District Commissioners Torchlight Procession and Christmas Market.

*Acting District Surveyor arrived at 19.10 p.m..*

**C18/11/01/11**

**QUESTIONS**

None.

**C18/11/01/12**

**MOTIONS**

None.

**C18/11/01/13**

**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS**

1. **Beehive Nursery – Update**

Transferred to In Committee

2. **Governor's Road, Hedge – Update**

Acting District Surveyor advised that works to clear the verges had commenced that day from Governor's Bridge towards the Village. A Member commented that one or two protruding branches and briars required attention.

*Commissioner Mr Quirk arrived at 7.20 p.m.*

**C18/11/01/14**

**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 18/01078 Mr & Mrs C. Callow, 10 Scott Close

The Acting District Surveyor advised that the planning application was for the extension and creation of additional vehicular access to serve additional parking area. No comments received.

- It was proposed by Mr Crellin, seconded by Mr Cherry and unanimously **RESOLVED that PA 18/01078 – 10 Scott Close be recommended for approval.**
- (ii) PA 18/01079 Ms L. Cowley, 4 Sunnybank Avenue
- The Acting District Surveyor advised that the planning application was for the replacement of an existing conservatory roof with tiled roof. No comments received.
- After discussion, it was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that PA 18/01079 – 4 Sunnybank Avenue be recommended for approval.**
- (iii) PA 18/01086 Mr D.P. Kelly, 'Struan Veg', Hillberry
- The Acting District Surveyor advised that the planning application was for a First Floor Extension. No comments received although adjoining properties have been notified.
- It was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that PA 18/01086 – 'Struan Veg', Hillberry be recommended for approval.**
- (iv) PA 18/01094 Mr & Mrs P. Litherland, 2 Wentworth Close
- The Acting District Surveyor advised that the planning application was for alterations and extension. No comments received.
- It was proposed by Mr Crellin, seconded by Mr Cherry, and unanimously **RESOLVED that PA 18/01094 – 2 Wentworth Close be recommended for approval.**
- (v) PA 18/01134 Ms V. Laslett, 29 The Park
- The Acting District Surveyor advised that the planning application was for the widening of existing vehicular access and extension to rear. No comments received.
- Members agreed that the matter be deferred to the next meeting of the Board to allow time for any possible comments to be received.
- PA 18/01135 Dr H. Ridha, 61 King Edward Road
- The Acting District Surveyor advised that the planning application was for alterations and extension. No comments received.
- It was proposed by Mr Crellin, seconded by Mr Allen, and unanimously **RESOLVED that PA 18/01135 – 61 King Edward Road be recommended for approval.**

## 2. Planning Communications

- (a) PA 17/00684/A – Howstrake Developments Ltd, Land adjoining Far End, King Edward Road for approval in principle for the erection of a 80 bed care home.

The Acting District Surveyor advised that the Authority had submitted an appeal.

**C18/11/01/15**  
**PROPERTIES AND AMENITIES MATTERS**

1. **Commercial Property Lease**  
To be considered In Committee.
2. **SCH 04/07 – Housing Need**  
To be considered In Committee.
3. **Wardens – Sheltered Housing**  
To be considered In Committee.

**C18/11/01/16**  
**CHAIRMAN'S ANNOUNCEMENTS**

1. **Remembrance Day**  
The Chairman requested that thanks be forwarded to the staff of the Authority who assisted on Remembrance Day, which had good attendance.
2. **Dates for the Diary**

Date	Organisation	Event	Time
14 <sup>th</sup> November 2018	Onchan Schools and Onchan District Commissioners	Junior Commissioners Meeting	10.00 a.m.
14 <sup>th</sup> November 2018	Department of Infrastructure		6.30 p.m.
23 <sup>rd</sup> November 2018	The Worshipful the Mayor of Douglas	Reception - Mayor's Parlour	6.00 p.m.
26 <sup>th</sup> November 2018	Onchan District Commissioners	Board Meeting	7.00 p.m.
1 <sup>st</sup> December 2018	Commissioners' Surgery	Onchan Hub	11.00 a.m.
2 <sup>nd</sup> December 2018	Royal Artillery Association	St Barbaras Day Service	11.00 a.m.
7 <sup>th</sup> December 2018	Onchan District Commissioners	Torchlight Procession & Christmas Market	7.00 p.m.
7 <sup>th</sup> December 2018	Port St Mary Commissioners	Celebration of Christmas	7.30 p.m.
10 <sup>th</sup> December 2018	Onchan District Commissioners	Board Meeting	7.00 p.m.
16 <sup>th</sup> December 2018	Onchan Silver Band	Christmas Concert	3.00 p.m.
18 <sup>th</sup> December	Manx Blind Welfare	Christmas Celebration	2.00 p.m.
19 <sup>th</sup> December	Onchan Methodist Church	Carol Service	7.30 p.m.

3. **Late John Frederick (Jack) Skillicorn.**  
The Vice-Chairman and Lead Member for Environment and Technical Services attended the Funeral of Mr Skillicorn to represent the Authority.

**C18/11/01/17**  
**ANY OTHER BUSINESS**

1. **Diversion Works – Summerhill Road**  
The Deputy Clerk advised of proposals received in respect diversions which will be in place for work at the bottom of Summerhill Road, with effect from 26<sup>th</sup> November 2018.

2. **War Memorial**

A Member requested that the wreaths laid at the War Memorial not to be removed at the end of November.

The public section of the meeting closed at 7.45 p.m.

**C18/11/01/18**  
**MATTERS ARISING**

1. **Onchan Park**

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

In answer to question, the Acting District Surveyor advised that anti-social behaviour was occurring at Onchan Park:-

- Children have gained access to the Stadium and are being offensive to those visiting the restaurant;
- Vandalism had been undertaken and the damage was in excess of £1,000.
- There was evidence of drug usage in the vicinity.
- The Police had been called on each occasion, and an update was awaited.

Discussion ensued with regard to potential crime prevention aids.

The Acting District Surveyor was requested to get an update from the Police, and should there be no response that the Chief Executive/Clerk write to the Chief Constable.

Report back to the next meeting of the Board.

**C18/11/01/19**  
**MINUTES**

1. **Staff Minutes of Ordinary meeting held on Monday 29<sup>th</sup> October 2018**

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

The staff minutes of the ordinary meeting held on Monday 29<sup>th</sup> October 2018, copies of which having previously been circulated, were considered.

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

**C18/11/01/20**  
**FINANCE AND GENERAL PURPOSE MATTERS**

1. **Management Accounts**

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

Management accounts for the six month period to 30<sup>th</sup> September 2018 having previously been circulated were considered. The Finance Manager advised of savings made by staffing vacancies for the first half of the year.

In answer to comment, the Finance Manager advised that:-

- The Park Income had risen on the previous year, and this was largely due to the wrist band system.

- The Hub costs have reduced and this was due to the income at The Hub being more than originally budgeted.

The Lead Member for Finance and General Purposes requested before the next season at Onchan Park that the staffing be investigated further:-

- People were employed who were over 18 which increased staffing costs;
- Employment of seasonal staff for the boat persons should be between 16-18 years of age.
- The contract should be reviewed to allow the seasonal staff to carry out other duties within Onchan Park during the quieter periods.
- Contract should be for a fixed contract period of 3 or 6 months with no holidays.

## 2. Insurance Renewal Premium

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

The Insurance Renewal Report having previously been circulated was considered.

In answer to question, the Finance Manager advised that the Insurance expired at the end of September 2018.

In answer to question, the Deputy Clerk advised that the Professional Indemnity Insurance was to cover officers who carry out duties on behalf of the Authority.

Investigations are being undertaken to include Cyber Security Liability and this can be added on at a later date. In answer to comment, Members were informed of arrangements for the disaster recovery site.

In answer to comment, the Deputy Clerk stated that Standing Order 24 reminds Members that they are not protected by "Parliamentary Privilege". Members are currently covered if the opinion is that of the body corporate – the Board of Commissioners, but not an individual statement – that is Members' personal responsibility.

A Member asked that the Finance Manager investigate the inclusion of cover as follows:-

- Insurance to cover staffing issues;
- Public Liability Insurance to cover Members

In answer to comment, the Deputy Clerk stated that the Insurance Company has dealt with issues on behalf of the Authority in the past and have managed the claim. The Authority does not use its legal representatives in these cases as any defence of claim is undertaken by the insurance company. In any matters that Members feel they require legal representation, this can be considered by the Board of Commissioners and a vote taken as to whether this would be financed by the Authority.

It was proposed by Mr Turton, seconded by Mr Quirk, and unanimously **RESOLVED that the Insurance Renewal Premium be paid.**

C18/11/01/21

## CONSIDERATION OF RELEVANT CORRESPONDENCE

### 1. Staffing Matter

The Staffing Matter was deferred for consideration to the end of the business on the agenda and is the subject of a "Staff Minute".

**C18/11/01/22**

**ENVIRONMENTAL AND TECHNICAL SERVICES**

1. **Beehive Nursery – Update**

The Acting District Surveyor gave a resume of the planning matters. Officers to investigate further and report back to the Board.

**C18/11/01/23**

**PROPERTIES AND AMENITIES MATTERS**

1. **Commercial Property Lease**

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

Report of the Finance Manager dated 8<sup>th</sup> November 2018, having previously been circulated was considered. Members agreed that Chief Executive/Clerk may issue the response to the questions to the tenant and that the Chief Executive/Clerk issue a reply to the tenant on the questions which had been asked.

Deputy Clerk to contact Callin Wild regarding the Lease. Update to the next meeting of the Board.

2. **SCH 04/07 – Housing Need**

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

Report of the Senior Administrator and Acting District Surveyor dated 30<sup>th</sup> October 2018, having previously been circulated was considered. The Lead Member for Properties and Amenities gave a resume of the housing need of the family concerned.

After discussion, it was proposed by Mr Cherry, seconded by Miss Williams and **RESOLVED that no further investigations be undertaken on 08/51 for extension and adaptation, and that the void property be released for allocation from the waiting list.**

*For: Messrs Macfarlane, Allen, Cherry, Quirk, Crellin and Miss Williams*  
*Against: Mr Turton*

3. **Wardens – Sheltered Housing**

See Staff Minute Book.

**C18/11/01/24**

**ANY OTHER BUSINESS**

None.

**C18/11/01/25**

**CONSIDERATION OF RELEVANT CORRESPONDENCE**

1. **Staffing Matter**

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

*The Chief Executive/Clerk was asked to remain in the meeting, and all other officers left the meeting at 21.11 p.m.*

See Staff Minute Book

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