

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 13th July 2020 at 7:00 pm

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

In Attendance: Mrs L Radcliffe (Chief Executive/Clerk)
 Mr R Phillips (District Surveyor) *Arrived 7:20 pm*
 Mrs S Johnson (Finance Manager) *Arrived 7:10 pm*
 Mrs A Gale (Housing Manager)
 Miss A Crellin (Executive Officer/Assistant)

C20/07/01/01

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

Not necessary.

C20/07/01/02

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

Not necessary.

C20/07/01/03

MINUTES

1. Ordinary meeting held on Monday 29th June 2020

The minutes of the Ordinary Meeting held on Monday 29th June 2020, copies of which having previously been circulated, were considered.

Amend the first page to Mr Quirk attended via Video Conference and the time of the meeting from 6:30 pm to 7:00 pm.

Subject to the above amendment it was proposed by Mr Allen and seconded by Mr Macfarlane 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 meeting of the 29th June 2020.

C20/07/01/04

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

None.

C20/07/01/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/07/01/06

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/07/01/07

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/07/01/08

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/07/01/09

**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 20/00463 Mr P Berquist – Land adjacent to 57 Governors Road

Members were advised that the application was for a two storey annex to provide ancillary living accommodation.

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

- No comments had been received; and
- The cut-off date to the application is the 3rd July 2020.

After Members consideration, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00463 – Land adjacent to 57 Governors Road be recommended for approval subject to a planning condition that the new property is only used in conjunction with the use of 57 Governors Road.**

For: Mr Quirk, Mr Macfarlane and Mr Turton

Against: Miss Williams

Mr Allen and Mr Crellin both declared an interest and did not vote.

(ii) PA 20/00567 Mr P Haslam/Ms M Rus - 28 Victoria Avenue

Members were advised that the application for alterations and an extension.

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

- No comments had been received; and
- The cut-off date to the application is the 10th July 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane a vote was taken to approve **PA 20/00567 – 28 Victoria Road. The proposal failed and therefore it was RESOLVED that PA 20/00567 – 28 Victoria Road be**

recommended for refusal on the grounds of the height and impact on the proposed garage on the street scape of Mount View Road.

For: Mr Quirk, Mr Macfarlane

Against: Mr Crellin, Mr Allen, Mr Turton and Miss Williams

(iii) PA 20/00600 Mrs M C Ward - 21 Thirlmere Avenue

Members were advised that the application for a Certificate of Lawful Use or Development in respect of installation of window in garage.

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

- No comments had been received; and
- The cut-off date to the application is the 24th July 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00600 – 21 Thirlmere Avenue be recommended for approval.**

(iv) PA 20/00609 Mr & Mrs Hollis - 20 Groudle View

Members were advised that the application was for the erection of two storey extension to side and single storey extension to rear elevation to provide garage and living accommodation.

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

- No comments had been received; and
- The cut-off date to the application is the 24th July 2020

After Members consideration, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00609 – 20 Groudle View be recommended for approval subject to the proposed full length front bedroom window being changed to match the existing windows.**

(v) PA 20/00634 Mr J Callister - 16 Mount View Road

Members were advised that the application was for the replacement of existing conservatory roof with tiled roof.

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

- No comments had been received; and
- The cut-off date to the application is the 24th July 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Allen and **RESOLVED that PA 20/00634 – 16 Mount View Road be recommended for approval.**

Mr Turton declared and interest and did not vote.

Planning Communications**1. Breach of Planning – Former Isle of Man Bank, Onchan**

The District Surveyor advised the Board that a copy of the correspondence sent to Planning from the residents of Auburn Road had previously been circulated.

It was agreed that the District Surveyor would contact the Planning Department to confirm that the Authority supports the residents of Auburn Road.

2. Change of use Application – The Old Chapel, Main Road

The District Surveyor advised the Board that he had been in contact by the Applicant in relation to parking for proposed events.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED** that **PA 20/00446 – The Old Chapel, Main Road** be recommended for refusal on the grounds of insufficient parking.

C20/07/01/10**FINANCE AND GENERAL PURPOSES****1. Internal Audit Report for the year ended 31st March 2020**

To be considered In Committee.

2. Rent Arrears – Legal Action

To be considered In Committee.

C20/07/01/11**REPORT FROM THE CLERK OR OTHER OFFICER****1. Cyber Security**

None.

2. Equality

The Chief Executive/Clerk advised that the Department of Infrastructure had issued a draft Code of Practice on Equal Pay Consultation. It was noted that the consultation is an agenda item.

3. COVID-19 Review

A copy of the COVID-19 Review document having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that should there be additional costs to the Authority then it would be brought back to the Board.

4. Onchan District Commissioners – Trading Policy

A copy of Onchan District Commissioners Trading Policy having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED** the **Onchan District Commissioners Trading Policy** be approved and adopted.

5. **Employing Authority Discretionary Policy**

A copy of Employing Authority Discretionary Policy having previously been circulated was considered.

The Finance Manager advised the Board that they had been contacted by Douglas Borough Council who administers the Authority's Pension Scheme to create an Employing Authority Discretionary Policy or to adopt Douglas Borough Council's Employing Authority Discretionary Policy.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Employing Authority Discretionary Policy be approved and adopted.**

6 **Springfield Court – Tenants Feedback**

A copy of the Report of the District Surveyor dated 9th July 2020, having previously been circulated was considered.

The District Surveyor advised the Board that the feedback had been well received.

After a discussion, it was proposed by Mr Allen and seconded by Mr Quirk and unanimously **RESOLVED that the Board approve Stage I1 of the process and it was agreed that the District Surveyor would report back to the Board.**

7. **Professional Services**

To be considered In Committee.

C20/07/01/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Department of Infrastructure – Draft Code of Practice on Equal Pay Consultation**

A copy of the correspondence dated 25th June 2020 received from the Department of Infrastructure, having previously been circulated was considered.

The Chief Executive/Clerk advised that they have a HR meeting with the Unions on the 16th July 2020, and the Equal Pay Consultation will be discussed at the meeting.

The Chief Executive/Clerk further advised that they will liaise with the Authority's HR Advisor in relation to the completion of the consultation. It was agreed that the Lead Member for Finance & General Purpose should review the draft response.

It was requested that the draft response be brought back to the next Board Meeting.

2. **Onchan School – Year 6 Leavers Assembly and Prize Presentation**

A copy of the invitation received from Onchan School in respect of the Year 6 leavers assembly, having previously been circulated was considered.

The Chairman confirmed that he would be attending. The Chief Executive/Clerk confirmed that they would like to attend.

3. **Onchan Park Café Limited**

To be considered In Committee.

C20/0201/12
QUESTIONS

None.

C20/07/01/13
MOTIONS

None.

C20/07/01/14
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C20/07/01/15
HOUSING MATTERS**1. All Island Affordable Housing Strategy**

To be considered In Committee.

C20/07/01/16
CHAIRMAN'S ANNOUNCEMENTS**1. Dates for the Diary**

Date	Organisation	Event	Time
27 th July 2020	Onchan District Commissioners	Board Meeting	7:00 pm
1 st August 2020	Onchan District Commissioners	Commissioners Surgery – The Hub	11:00 am to 1:00 pm
4 th August 2020	Onchan District Commissioners	Commissioners Surgery – Heywood Court	2:30 pm to 3:30 pm
15 th August 2020	Onchan District Commissioners	Community Fun Day	10:30 am to 5:30 pm

Commissioners Surgery – The Hub

It was noted that Mr Quirk and Mr Macfarlane would be attending the Commissioners Surgery to be held at the Hub on Saturday 1st August 2020.

Commissioners Surgery – Heywood Court

It was noted that Mr Allen and Mr Crellin would be attending the Commissioners Surgery at Heywood Court on Tuesday 4th August 2020.

C20/07/01/17
ANY OTHER BUSINESS

None.

The Public session of the Meeting ended at 20:14 pm

C20/07/01/18
STAFF MINUTES

1. **Staff Minutes of the Ordinary meeting held on Monday 29th June 2020**

The staff minutes of the Ordinary Meeting held on Monday 29th June 2020, copies of which having previously been circulated, were considered.

It was proposed by Mr Quirk and seconded by Mr Allen 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 meeting of the 29th June 2020.

C20/07/01/19
FINANCE AND GENERAL PURPOSES

1. **Internal Audit Report of the year ended 31st March 2020**

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

A copy of the Internal Audit Report for the year ended 31st March 2020, having previously been circulated was considered and the comments noted.

2. **Rent Arrears – Legal Action**

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

A copy of the correspondence received from the Authority's Legal Representatives, having previously been circulated was considered and noted.

C20/07/01/20
REPORT FROM THE CLERK OR OTHER OFFICER

1. **Professional Services**

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

A copy of the Report of the Chief Executive/Clerk dated the 8th July 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED** that Itex Limited be appointed as the Authority's new IT provider based on the quotation provided.

C20/07/01/21
LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Onchan Park Café Limited – Licence**

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

A copy of the correspondence dated 8th July 2020 received from Onchan Park Café Limited, having previously been circulated was considered.

A counter proposal was received by Mr Allen and seconded by Mr Crellin that the request for an alcohol licence be reviewed when the lease is due for renewal.

For: Mr Crellin and Mr Allen

Against: Mr Macfarlane, Mr Quirk, Mr Turton and Miss Williams

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and **RESOLVED that the Authority support the Tenants request for an alcohol licence provided that it is family orientated in line with the Park.**

For: Mr Macfarlane, Mr Quirk, Mr Turton, Miss Williams and Mr Crellin

Against: Mr Allen

C20/07/01/22

HOUSING MATTERS

1. All Island Affordable Housing Strategy

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

A copy of the correspondence dated 12th June 2020, received from a member of the House of Keys for Onchan, having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the Member of the House of Keys for Onchan had confirmed the correspondence can be shared with the Board.

C20/07/01/23

ANY OTHER URGENT BUSINESS

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

1. Springfield Court

A Member asked the District Surveyor to look at the railings outside two of the flats at Springfield Court as they were in need of replacement.

2. Heywood Court

A Member asked that the Property Maintenance Manager look into relocating the notice board at Heywood Court to be located outside the former Warden's office.

3. Recycling Bins – Sea Cliff Road

A Member asked the District Surveyor when the recycling bins at Sea Cliff Road would be returned. The District Surveyor advised that the recycling bins had been removed due to the condition of the bins.

All Members agreed that new recycling bins should be returned to Sea Cliff Road.

There being no further business the meeting ended at 21:10 pm