

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held by Video Conference due to Section 5 of the Health Protection (Coronavirus) Regulations 2020 on Tuesday 14th April 2020 at 2:00 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

Apologies: Mr C Quirk

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

C20/04/01/01

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

Not necessary.

C20/04/01/02

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

The following was transferred to be held In Committee.

1. Election of Chairman-Elect for municipal year 2020/21
2. Election of Vice-Chairman-Elect for the municipal year 2020/21

C20/04/01/03

MINUTES

1. Ordinary meeting held on Monday 30th March 2020

The minutes of the Ordinary Meeting held on Monday 30th March 2020, copies of which having previously been circulated, were considered.

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

C20/04/01/04

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

1. Impact of Bowling Greens and Open Spaces

A Member asked for an update in relation to the maintenance of the Bowling Greens and Open Spaces during the Coronavirus (COVID-19) pandemic.

The District Surveyor advised that the Cabinet Office had issued some guidance. The District Surveyor further advised that it is the Authority's interpretation as to how we react and that he was aware other Authorities were carrying out maintenance on their Bowling Greens/Open spaces.

The Chief Executive/Clerk advised the Board that the Property Maintenance Manager had contacted the Cabinet Office this morning, and has asked for clarification in writing.

After a discussion, it was agreed that the following essential works be resumed with effect from the 15th April 2020, maintenance of the Bowling Greens/open spaces, cleaning of the Elderly Person Complexes and sweeping of the roads.

The Board wish to convey their thanks to MHK Julie Edge for her support and contribution to positive suggestions made to the Authority.

C20/04/01/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

1. **Bus Shelter Survey – Bonds Restaurant**

The Chief Executive/Clerk advised the Board of the results of the survey:-

80% of the 79 responses received confirmed that they are regular bus users.
65% confirmed that the current bus shelter is fit for purpose.

There was no further comment from Board Members. The matter is therefore resolved.

C20/04/01/06

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/04/01/07

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/04/01/08

BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/04/01/09

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 20/00307 Mr N. Quilliam/Ms V. Laslett – 29 The Park**

Members were advised that the planning application was 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 17th April 2020.

After a discussion it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00307 - 29 The Park be recommended for approval.**

- (ii) **PA 20/00317 Mr & Mrs M Kennaugh – 7 Hillcrest Grove**
- Members were advised that the planning application was for Alterations, extension and widening of driveway and access.
- In answer to questions, the District Surveyor advised that:
- No comments had been received; and
 - The cut-off date to the application is the 17th April 2020.
- After a discussion it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00317 – 7 Hillcrest Grove be recommended for approval.**
- (iii) **PA 20/00318 Mr D C Metcalfe – 72 Birch Hill Crescent**
- Members were advised that the retrospective planning application was for alterations and an extension of conservatory.
- In answer to questions, the District Surveyor advised that:
- No comments had been received; and
 - The cut-off date to the application is the 17th April 2020.
- After a discussion it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00318 – 72 Birch Hill Crescent be recommended for approval.**
- (iv) **PA 20/00333 & PA 20/00334 V & C Wolstencroft – The Old Vicarage, Church Road**
- Members were advised that the planning application was for the erection of an extension to replace an existing porch/utility together for registered building consent to carry out works in relation to PA 20/00333.
- In answer to questions, the District Surveyor advised that:
- No comments had been received; and
 - The cut-off date to the application is the 21st April 2020.
- After a discussion, it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00333 and PA 20/00334 be recommended for approval.**
- (v) **PA 20/00337 Howstrake Developments Ltd – Far End of King Edward Road**
- Members were advised that the planning application was a reserved matters application for the erection of an 80 bed care home.
- In answer to questions, the District Surveyor advised that:
- No comments had been received; and
 - The cut-off to the application is the 21st April 2020.

After Members consideration, it was proposed by Mr Allen and seconded by Miss Williams and unanimously **RESOLVED that PA 20/00337 – Howstrake Developments Ltd – Far End of King Edward Road be recommended for refusal on the grounds of it not being in keeping with the Strategic Plan and the Onchan Local Plan.**

This was also the decision of the Board when the previous planning in principle application came to the Board.

2. Planning Communications

1. PA 20/00180 – Onchan Pensioners Social Club – Field Nos 534017 & 534018 – Blackberry

Erection of clubhouse and levelling and formation of 2 football pitches - the District Surveyor advised the Board that points raised previously by the Board had now been addressed.

After a discussion, and that all matters of clarification raised by the Board has now been addressed, it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00180 – Onchan Pensioners Social Club – Field Nos 534017 & 534018 be recommended for approval.**

C20/04/01/10

FINANCE AND GENERAL PURPOSES

None.

C20/04/01/11

REPORT FROM THE CLERK OR OTHER OFFICER

1. Cyber Security

The Finance Manager advised the Board that there are differences in the Insurance and that the Insurers had confirmed that the insurance covers Officers whilst they are working from home.

2. Equality

None.

3. Coronavirus (COVID – 19) – Update

A copy of the Authority's Redeployment Guidelines, Preparatory actions checklist and travel authorisation form, having previously been circulated were considered.

The Chief Executive/Clerk advised the Board that Redeployment Guidelines had been introduced, Staff members have been issued with travel authorisation letters and the travel authorisation form is being completed.

4. **Lone Working Policy and Guidance**

A copy of the Lone Working Policy and Guidance having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the Policy gives clear guidance for staying safe whilst Lone working. The Chief Executive/Clerk further advised that Remote Worker Self-Assessment Checklists will be issued to staff on the 15th April 2020.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Lone Working Policy and Guidance be approved and adopted.**

5. **Grievance Policy and Procedure**

A copy of the Grievance Policy and Procedure having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the Policy and Procedure is an update to the Authority's 2006 policy and procedure. The Chief Executive/Clerk advised the Board that it is an adaptation of the Central Government policy which had recently been updated.

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

The Chairman thanked the Chief Executive/Clerk and Officers involved with the drafting of the Policy and Procedure.

6. **Civic Sunday**

The Chief Executive/Clerk advised the Board the Civic Sunday event is due to be held on the 17th May 2020, and under the current circumstances the Chief Executive/Clerk was requesting the Board to consider postponing the event.

After a discussion, it was proposed by Mr Turton and seconded by Mr Allen and unanimously **RESOLVED that Civic Sunday be postponed for up to six months.**

7. **Community Partner**

To be considered In Committee.

C20/04/01/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Tynwald Select Committee on the Fire Works Act 2004**

A copy of the correspondence received from the Officer of the Clerk of Tynwald dated 2nd April 2020, having previously been circulated was considered.

After a discussion, it was agreed that any comments from Members would be sent to the District Surveyor and that the District Surveyor would draft a response to be approved by the Board prior to it being sent to the Tynwald Select Committee on behalf of the Authority before the closing date of the 28th April 2020.

2. Local Election Postponement

A copy of the correspondence received from the Local Government Unit dated 3rd April 2020, having previously been circulated was considered and noted.

It was further noted that the Local Elections would be postponed until 22nd April 2021.

3. Local Authority Meetings

A copy of the correspondence received from the Department of Infrastructure dated 7th April 2020, having previously been circulated was noted.

C20/0201/12 QUESTIONS

None.

C20/04/01/13 MOTIONS

12.1 Commissioner R. Turton – Temporary Variation and Revocation of Standing Orders

The Chairman tabled a Motion Numbered 63 – “*Onchan District Commissioners Meetings will be held by video conference for up to the next six months or until Section 5 of the Health Protection (Coronavirus) Regulations 2020 is revoked*”.

Motion Number 63 was proposed by Mr Turton, seconded by Mr Crellin and unanimously **RESOLVED** that Motion Number 63 be adopted with effect from the 14th April 2020.

The Chairman had requested that the Motion be brought forward due to Section 5 of the Health Protection (Coronavirus) Regulations 2020.

C20/04/01/14 ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C20/04/01/15 HOUSING MATTERS

None.

C20/04/01/16 CHAIRMAN'S ANNOUNCEMENTS

1. Dates for the Diary

Date	Organisation	Event	Time
27 th April 2020	Onchan District Commissioners	Board Meeting	2:00 pm
27 th April 2020	Onchan District Commissioners	Extra Ordinary Board Meeting	4:30 pm
4th May 2020	Onchan District Commissioners	Board Meeting	TBC

C20/04/01/17
ANY OTHER BUSINESS

The Public session of the Meeting ended at 15:46 pm

The Housing Manager left the meeting at 15:46 pm

C20/04/01/18
MINUTES

1. **Staffing Minutes of the Ordinary meeting held on Monday 30th March 2020**

The staffing minutes of the Ordinary Meeting held on Monday 30th March 2020, copies of which having previously been circulated, were considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Allen and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

C20/04/01/19
REPORT FROM THE CLERK OR OTHER OFFICER

1. **Community Partner**

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

The Report of the Chief Executive/Clerk dated the 8th April 2020, having previously been circulated was considered.

The Chief Executive/Clerk was thanked for the working involved in relation to the preparation of the Report.

After a discussion, it was agreed that the Finance Manager would ascertain payment and the matter be brought back to the next Board Meeting.

The District Surveyor and Finance Manager left the Meeting at 16:12 pm

C20/04/01/20
ANY OTHER BUSINESS

1. **Election of Chairman-Elect for the Municipal Year 2020/21**

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

After a discussion and in accordance with clause 3.1 of the Authority's Standing Orders it was agreed that an Extra Ordinary Board Meeting in relation to the Election of Chairman-Elect for the municipal year 2020/21 be held on Monday 27th April 2020 at 4:30 pm.

2. **Election of Vice-Chairman Elect for the Municipal Year 2020/21**

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

After a discussion and in accordance with the Authority's Standing Order the election of Vice-Chairman for the municipal year 2020/21 take place at the Authority's Annual General Meeting on Tuesday 5th May 2020.

There being no further business the meeting ended at 16:29 pm