

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 21st December 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	
	Mr D J Quirk	
In Attendance:	Mrs L Radcliffe	(Chief Executive/Clerk)
	Mr R Phillips	(District Surveyor)
	Mrs S Johnson	(Finance Manager)
	Miss A Crellin	(Executive Officer/Assistant)

C20/12/01/01

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

Not necessary.

C20/12/01/02

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

Not necessary.

C20/12/01/03

MINUTES

1. Ordinary meeting held on Monday 30th November 2020

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

Amendments:-

Page 9 – Elderly Persons Housing – Tenancy Agreement – amend the resolution from “by the required dated” to the required date.

Page 10 – Any Other Business – Traffic Issues – Alberta Drive – amend all reference to “they” to “he”. Include the Member confirmed that he had attended as a Commissioner and then stated that he had attended in his personal capacity.

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

2. Extra Ordinary Meeting held on Friday 27th November 2020

To be considered In Committee

C20/12/01/04

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

None.

C20/12/01/05BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/12/01/06BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/12/01/07BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/12/01/08BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/12/01/09PLANNING 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 20/00884 Mr & Mrs G Horton - 56 Majestic Drive

Members were advised that the application is for the extension of existing first floor balcony and alteration to first floor window **(amended plans)**.

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

- No comments had been received;
- The return date for the application is 11th December 2020; and
- Neighbouring properties have been notified.

After Members consideration, it was proposed by Mr Allen and seconded by Mr D J Quirk and unanimously **RESOLVED that PA 20/01186 – 56 Majestic Drive be recommended for approval.**

(ii) PA 20/01333 Majestic Management Ltd - Majestic Apartments, King Edward Road

Members were advised that the application is for the installation of a garden bridge.

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

- No comments had been received;
- The return date for the application is the 18th December 2020.

It was agreed that **PA 20/01333 – Majestic Apartments be deferred to the next Board Meeting to allow time for further information to be requested and received.**

(iii) PA20/01359 Mr P Collins - 19 Falkland Drive

Members were advised that the application is for the conversion of two flats into one dwelling, creation of raised rear decking and creation of an additional parking space.

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

- No comments had been received; and
- The return date for the application is 25th December 2020.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that PA20/01359 – 19 Falkland Drive be recommended for approval.**

(v) PA 20/01362 Mrs J Bury - 46 Banks Howe

Members were advised that the application is for the creation of a terrace and replacement of an existing window with patio doors.

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

- No comments had been received; and
- The return date for the application is the 25th December 2020;
- Neighbouring properties have been notified.

It was agreed that **PA 20/01362 – 46 Banks Howe be deferred to the next Board Meeting to allow time for comments to be received from the public.**

(vi) PA 20/01307 Mr M Weldon - Land corner of Lhonvane/Lhondhoo Close

Members were advised that the application is for the construction of 9 new garages and 4 bike stores.

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

- Comments had been received in relation to the application;
- The return date for the application is the 1st January 2021.

It was agreed that **PA 20/01307 – Land Corner of Lhonvane/Lhondhoo Close be deferred to the next Board Meeting to allow for a site visit to be arranged to meet with the Residents.**^[ODC 01/02/2021]

**For: Mr Crellin, Mr Macfarlane, Mr C Quirk and Miss Williams
Against: Mr Allen, Mr Turton and Mr D J Quirk**

(vii) PA 20/01388 Mrs L Reid - 8 Greeba Drive

Members were advised that the application is for alterations and extension to replace existing to rear elevation.

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

- No comments had been received; and
- The return date to the application is the 1st January 2021

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and unanimously **RESOLVED that PA20/01388 – 8 Greeba Drive be recommended for approval.**

C20/12/01/10

FINANCE AND GENERAL PURPOSES

1. **2020/21 – Internal Audit**
To be considered In Committee.
2. **2021/22 EPH Heating & Service Charges**
To be considered In Committee.
3. **2021/22 Miscellaneous Charges**
To be considered In Committee.
4. **2021/22 Onchan Park Year End Charges**
To be considered In Committee.

C20/12/01/11

REPORT FROM THE CLERK OR OTHER OFFICER

1. **2021 Statutory Holidays**
The Memo of the Chief Executive/Clerk dated the 15th December 2020 in relation to the 2021 Statutory Holidays having previously been circulated were noted.
2. **2021/22 Board Meeting Dates**
A copy of the Public Notes listing the 2021/22 Board Meeting dates, having previously been circulated was noted.
3. **Cycle to Work Scheme**
A copy of the Report of the Chief Executive/Clerk dated the 15th December 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr C Quirk and **RESOLVED that the Cycle to Work Scheme be approved and adopted.**

For: Mr Crellin, Mr Macfarlane, Mr Allen, Mr C Quirk, Mr D J Quirk and Mr Allen
Against: Mr Turton
4. **Health & Safety Policy Statement**
A copy of the Report of the Chief Executive/Clerk dated the 15th December 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 the amendments to the Health & Safety Policy Statement be approved and adopted.**

5. Eastern Civic Amenity Site

To be considered In Committee.

6. Vehicle/Fleet Asset Management

To be considered In Committee.

7. Staffing Matter

To be considered In Committee.

C20/12/01/12**LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Isle of Man Government Consultation – Racial and Cultural Awareness, Food Hygiene Allergens and Taxis Accessibility**

A copy of the correspondence received from the Isle of Man Government in relation to the above mentioned consultation, having previously been circulated was noted.

2. Local Government Amendment Bill

A copy of the correspondence dated 15th December 2020 received from the Department of Infrastructure in relation to the Local Government Amendment Bill having previously been circulated was considered.

It was agreed that the Local Government Amendment Bill be brought back to the next Board of the 11th January 2021. Any comments are to be provided to the Chief Executive/Clerk by the 6th January 2021.

3. 2021/22 Public Sector Rents & Allowances

A copy of the letter received from the Department of Infrastructure dated the 14th December 2020, having previously been circulated was noted.

The Chief Executive/Clerk advised that the Authority is currently waiting on the figures to be provided by the Department of Infrastructure who had advised that they would be available in mid-January.

C20/12/01/12**QUESTIONS****1. The Chairman advised the Board that Commissioner D J Quirk had submitted questions.**

The Chairman further advised the Board that the questions had not been submitted to the Chief Executive/Clerk within the timescale set out in Standing Order 34 therefore the questions would be deferred to the Board Meeting of the 11th January 2021.

C20/12/01/13**MOTIONS**

None.

C20/12/01/14**ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Written Statement – Area Plan for the East**

A copy of the written statement in relation of the Area Plan for the East having previously been circulated was noted.

C20/12/01/15**HOUSING MATTERS****1. Housing Allocations – Update**

To be considered In Committee.

C20/12/01/16**CHAIRMAN'S ANNOUNCEMENTS****1. Attendances**

The Chairman advised the Board that he had attended the following:-

- 2nd December 2020 – Night of Light Event;
- 5th December 2020 – Onchan Silver Band Christmas Concert;
- 7th December 2020 – Reception for MMD;
- 10th December 2020 – Mr Hector Duff MM BEM OBE TH Funeral;
- 16th December 2020 – Christmas Carol Service at Government House

2. Dates for the Diary

Date	Organisation	Event	Time
23 rd December 2020	Onchan District Commissioners	Christmas Reception	3:00 pm to 5:00 pm
24 th December 2020	St Mary of the Isle & St Anthony's RC Churches	Short Service for Children and Families Early First Mass of Christmas for Children and Families Christmas Mass – St Anthony's Church	2:00 pm 5:30 pm 8:00 pm
24 th December 2020	Onchan Baptist Church	Communion	7:00 pm
24 th December 2020	St Peter's Church	Crib Service Midnight Communion	5:00 pm 11:30 pm
25 th December 2020	Onchan Methodist Church	Christmas Day Family Celebration	10:00 am
25 th December 2020	Onchan Baptist Church	Christmas Day Service	10:30 am
25 th December 2020	St Peter's Church	Family Communion	10:30 am
2 nd January 2021	Onchan District Commissioners	Commissioners Surgery – The Hub (Mr C Quirk & Mr Macfarlane)	11:00 am to 1:00 pm

C20/12/01/17**ANY OTHER BUSINESS**

A Member asked when a meeting would be held to consider the rates as a meeting is usually held in December to discuss this. The Member was corrected as discussions normally take place in January.

The Lead Member for Finance & General Purposes advised that the Finance Manager is currently working on the budget and it would be brought to the Board as and when it is available.

The Public session of the Meeting ended at 20:07 pm

C20/12/01/18**MINUTES****1. Extra Ordinary Board Meeting held on the 27th November 2020**

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

The minutes of the Ordinary Meeting held on Monday 27th November 2020 copies of which having previously been circulated, were considered.

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

C20/12/01/19**FINANCE AND GENERAL PURPOSES****1. 2020/21 Internal Audit**

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

A copy of the Report of the Finance Manager dated the 15th December 2020, having previously been circulated was considered.

The Chairman and Vice Chairman confirmed that they are happy for the Chief Executive/Clerk and the Finance Manager to meet with the Internal Auditors and report back to the Board.

2. 2021/22 EPH Heating & Service Charges

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

A copy of the Report of the Finance Manager dated the 15th December 2020, having previously been circulated was considered.

2.1 Heating Charge:-

After a discussion it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the heating charges should remain the same for 2021/22 financial year.**

2.2 Service Charge:-

After a further discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and **RESOLVED** that the service charge be increased to £2.26 a week to cover anticipated costs.

It was noted that this would be a rise of £0.36 pence per week.

3. 2021/22 Miscellaneous Charges

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

A copy of the Report of the Finance Manager dated the 15th December 2020, having previously been circulated was considered.

3.1 Miscellaneous Fees:-

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED** that the Authority's search fee be increased to £125.00, and the letter of comfort fee (£95.00) and the replacement copy fee (£22.50) remain the same.

3.2 Garage Rents:-

After a discussion, it was proposed by Mr C Quirk and seconded by Mr Allen and **RESOLVED** that garage rents be increased to £21.00 per week including VAT, and Social Housing Tenants be given a scaled rise over a two year period.

*For: Mr Crellin, Mr Macfarlane, Mr C Quirk, Mr D J Quirk and Miss Williams
Against: Mr Turton*

3.3 Commercial Collection Charges:-

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and **RESOLVED** that the following increases be approved:-

Bin Size	New Standard Charge per bin (one collection per week) Per Annum	New Additional Charge per bin (second collection) Per Annum
240L	£115.00	£11.50
360L	£172.00	£17.20
660L	£258.00	£25.80
1100L	£344.00	£34.40

*For: Mr Crellin, Mr Macfarlane, Mr Allen, Mr C Quirk, Mr Turton and Miss Williams
Against: Mr D J Quirk*

3.4 Additional Domestic Bin Collection Charge:-

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED** that the additional domestic bin collection charge for a 120L bin remains at £40.00.

4. **2021/22 Onchan Park Year End Charges**

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

A copy of the Report of the Finance Manager dated the 15th December 2020, having previously been circulated was considered.

4.1 **Onchan Park Prices:-**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the pricing structure remain the same as 2020/21.**

4.2 **Bowling Fees:-**

After a discussion, it was agreed that the Bowling prices would remain the same and the Bowling Hut fees would be brought back to the next Board Meeting of the 11th January 2021.

4.3 **Group Bookings:-**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr D J Quirk and unanimously **RESOLVED that group booking fees remain the same as 2020/21.**

4.4 **Onchan Park – 2021/22 opening dates/hours**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr D J Quirk and unanimously **RESOLVED that the following Onchan Park opening dates be approved:-**

Easter Holidays	27 th March 2021 to 11 th April 2021
Weekend Opening	17 th April 2021 to 7 th June 2021
Summer Opening	7 th June 2021

It was agreed that the closing of Onchan Park in September would be left to the discretion of the Chief Executive/Clerk and District Surveyor.

4.5 **Agent Costs**

It was noted that the Agent for Onchan Park will be put out to tender or expression of interest.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that the Park Attendants would remain the same as 2020/21.**

C20/12/01/20

REPORT FROM THE CLERK OR OTHER OFFICER

1. **Eastern Civic Amenity Site**

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

A copy of the Report of the Chief Executive/Clerk dated 3rd December 2020, having previously been circulated was considered.

The Chairman advised the Board that there had been no further meeting since the 3rd December 2020, and the purpose of the Report of the Chief Executive/Clerk was to provide Members with a briefing of the Joint Committee Meeting.

The Chairman confirmed that all other Local Authority Members were unanimous in moving to a new Civic Amenity Site.

2. Vehicle/Fleet Asset Management

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

A copy of the Report of the District Surveyor, dated 15th December 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr C Quirk and unanimously **RESOLVED that all heavy goods vehicles registered under the Authority's Operations Licence when they are beyond economical repair that replacement heavy good vehicles be leased over a 5 year term including all running costs with the exception of tyres.**

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Allen and unanimously **RESOLVED that all other vehicles (with the exception of pooled vehicles) when they are 10 years old or when they are beyond economic repair they be purchased new or nearly new with a remaining warranty.**

After a further discussion, it was proposed by Mr Macfarlane and seconded by Mr C Quirk and unanimously **RESOLVED that pooled vehicles be replaced on an ad-hoc basis or when they are beyond economic repair.**

3. Staffing Matter

Please see Staff Minute Book.

C20/12/01/21

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C20/12/01/22

HOUSING MATTERS

1. Housing Allocations – Update

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

The Report of the Housing Manager dated 16th December 2020, having previously been circulated was considered and noted.

C20/12/01/23

ANY OTHER BUSINESS

1. E-Mail Addresses

The Report of the Finance Manager dated 17th December 2020, having been circulated was considered.

The Vice Chairman advised that the Finance Manager had recently undertaken a General Data Protection Practitioner Course.

The Vice Chairman further advised in order to ensure the Authority complies with the General Data Protection Regulations, the Authority requires that all Members use their Onchan Commissioners E-Mail addresses, and no correspondence will be sent to any personal e-mail addresses.

A Member stated that he had made several requests in writing to the Chief Executive/Clerk for his e-mail address on the Authority's website to be changed to his personal e-mail address. The Vice Chairman explained that no correspondence will be sent out to personal e-mail addresses.

The Member further stated that his e-mail address will be changed and he will inform the press of the matter.

There being no further business the meeting ended at 21:58 pm