

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 24th August 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 R Turton	
Apologies:	Mr A Allen	(Lead Member for Housing)
	Miss K Williams	
	Mrs S Johnson	(Finance Manager)
In Attendance:	Mrs L Radcliffe	(Chief Executive/Clerk)
	Mr R Phillips	(District Surveyor)
	Mrs A Gale	(Housing Manager)
	Miss A Crellin	(Executive Officer/Assistant)

C20/08/02/01

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

Not necessary.

C20/08/02/02

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

Not necessary.

C20/08/02/03

MINUTES

1. Ordinary meeting held on Monday 10th August 2020

Due to there not being sufficient members present at the meeting to vote on the accuracy of the minutes. It was agreed that the approval of the Board Meeting of the Ordinary Meeting held on Monday 10th August 2020 be deferred to the Board Meeting of the 7th September 2020.

C20/08/02/04

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

None.

C20/08/02/05

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/08/02/06

BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/08/02/07

BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/08/02/08
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/08/02/09
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 20/00813** Mrs M C Eastlake - 35 Groudle Road

Members were advised that the application was for the erection of a new dwelling.

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

- No comments had been received; and
- The cut-off date to the application is the 28th August 2020.

After Members consideration, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00813 – 35 Groudle Road be recommended for approval.**

(ii) **PA 20/00820** **Mr A Markham - Ballacottier House, Slegaby Ride**

Members were advised that the application was for erection of a greenhouse.

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

- No comments had been received; and
- The cut-off date to the application is the 28th August 2020.
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After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00820 – Ballacottier House, Slegaby Ride be recommended for approval.**

(iii) **PA20/00836** **Mrs J F Bracken - 13 Groudle View**

Members were advised that the application was for a Certificate of Lawful Use for Development of decking to rear.

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

- No comments had been received; and
- The cut-off date to the application is the 28th August 2020

After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00836 – 13 Groudle View be recommended for approval.**

(iv) **PA 20/00845 Mr J Shimmin & Miss C Cain - 26 Belgravia Road**

Members were advised that the application was for alterations to boundary wall, widening of driveway, alteration to existing steps and remove chimney.

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

- No comments had been received; and
- The cut-off date to the application is 4th September 2020.

After a discussion, it was proposed by Mr Quirk and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00845 – 26 Belgravia Road be recommended for approval.**

Planning Communications

None.

C20/08/02/10

FINANCE AND GENERAL PURPOSES

8.1 Rent Setting 2021/22

A copy of the Report of the Finance Manager dated 20th August 2020, having previously been circulated was considered.

The Lead Member for Finance & General Purposes asked if the Lead Member for Housing had given their input. The Chief Executive/Clerk confirmed that as far as she was aware the Lead Member for Housing had done so.

The Lead Member for Finance & General Purposes advised the Board that he supported the Finance Manager's recommendation of a rent increase of 2% to support the inflationary rises for contractors and suppliers. The benefit system will further support those who require financial assistance. [amended ODC 07/09/2020]

A Member commented that during this difficult period of COVID-19, a zero percent increase should be agreed.

After a discussion, it was proposed by Mr Turton and seconded by Mr Quirk and **RESOLVED that the Authority approve a recommendation of a [amended ODC 07/09/2020] zero percent rent increase for 2021/22 and for the Chief Executive/Clerk to write to the Department of Infrastructure.**

For: Mr Crellin, Mr Turton and Mr Quirk

Against: Mr Macfarlane

C20/08/02/11
REPORT FROM THE CLERK OR OTHER OFFICER

1. Cyber Security

The Chief Executive/Clerk advised the Board that the Authority is currently in the process of changing their IT provider and it is anticipated that the change of IT provider will be completed within 6 weeks.

2. Equality – Single Entity

The Chief Executive/Clerk advised the Board that they have a Local Authorities HR Forum Meeting on Thursday 10th September 2020, and single entity terms and conditions will be discussed.

3 Civic Sunday

A copy of the Report of the Chief Executive/Clerk dated 18th August 2020, having previously been circulated was considered and noted.

It was agreed that the Chief Executive/Clerk would contact the Royal British Legion Onchan Branch for their comments.

4. Eastern Civic Amenity Site – Update

To be considered In Committee.

C20/08/02/12
LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Onchan By-Election Petition

The Chief Executive/Clerk advised the Board that a petition has been received from a potential candidate in relation to holding a By-Election.

The Chairman asked the Chief Executive/Clerk to confirm if a petition had been received. The Chief Executive/Clerk confirmed that a petition had been received. The Chief Executive/Clerk confirmed that permission had been received for the petition to be circulated to the Board.

The Chairman advised that the petition was noted, and the holding of a potential by-election would be discussed In Committee,

The Chairman thanked those who had signed the petition.

2. Department of Infrastructure – The Drinking in Public Places (Designated Places) (Onchan) Order 2000

A copy of the correspondence between the District Surveyor and the Department of Infrastructure having previously been circulated was considered and noted.

3. Douglas Borough Council – Standards Committee

To be considered In Committee.

C20/0201/12
QUESTIONS

None.

C20/08/02/13
MOTIONS

None.

C20/08/02/14
ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C20/08/02/15
HOUSING MATTERS

1. **Amendment – Fixed Term Tenancy Policy – General Housing**

To be considered In Committee.

2. **Housing Allocations**

To be considered In Committee.

C20/08/02/16
CHAIRMAN'S ANNOUNCEMENTS

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

- Royal British Legion – VJ Day Service on the 15th August 2020;
- Onchan District Commissioners Community Fun Day on the 15th August 2020. The Chairman commented that it was an excellent day and thanked all the staff involved in organising the event.

2. **Dates for the Diary**

Date	Organisation	Event	Time
1 st September 2020	Onchan District Commissioners	Commissioner Surgery – Springfield Court	2:30 pm to 3:30 pm
5 th September 2020	Onchan District Commissioners	Commissioners Surgery – The Hub	11:00 am to 1:00 pm
7 th September 2020	Onchan District Commissioners	Board Meeting	7:00 pm

C20/08/02/17
ANY OTHER BUSINESS

1. **Commissioners Surgery – Springfield Court**

It was agreed that Mr Quirk and Mr Turton would attend the Commissioners Surgery to be held at Springfield Court on Tuesday 1st September 2020.

2. **Commissioners Surgery – The Hub**

It was agreed that Mr Crellin and Mr Quirk would attend the Commissioners Surgery to be held at the Hub on Saturday 5th September 2020.

The Public session of the Meeting ended at 19:52 pm

C20/08/02/19

REPORT FROM THE CLERK OR OTHER OFFICER

1. **Eastern Civic Amenity Site – Update**

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

A copy of the Report of the Chief Executive/Clerk dated 18th August 2020 having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and **RESOLVED that the Authority’s funding of £13,466 (17.77%) be approved in relation to the environmental impact assessment (which includes a traffic and transportation assessment), planning drawings, building regulations etc and that Douglas Borough Council be appointed as the Lead Authority in the contract documentation and petition submission for the new site at Middle Farm.**

For: Mr Crellin, Mr Macfarlane and Mr Quirk

Against: Mr Turton

It was also requested that a presentation be given to the Members before they make a decision on the next phase of the project.

C20/08/02/20

CONSIDERATION OF ANY RELEVANT CORRESPONDENCE

1. **Douglas Borough Council – Standards Committee**

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

A copy of the correspondence received from Douglas Borough Council together with a copy of their procedure for dealing with complaints against Members, their investigation and determination having previously been circulated was considered.

The Chief Executive/Clerk advised the Board at this present time there was no internal procedure in place in Onchan if a complaint was received regarding a Commissioner.

The Vice Chairman commented that it was good practice to have an appeals process in place.

The Chief Executive/Clerk advised that they have been contacted by the Chief Executive of Douglas Borough Council in relation to the Authority forming a joint committee.

The Chairman commented that in principle it is a good idea and requested that Members provide any comments/objections they may have.

It was agreed that this matter would be brought back to the Board Meeting of the 21st September 2020.

C20/08/02/21
HOUSING MATTERS

1. **Amendment – Fixed Term Tenancy Policy – General Housing**

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

A copy of the Report of the Housing Manager dated 11th August 2020, having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the purpose of the Report was to highlight and clarify any recent amendments.

2. **Housing Allocations**

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

A copy of the Report of the Housing Manager dated 14th August 2020, having previously been circulated was considered and noted.

C20/08/02/22
ANY OTHER BUSINESS

1. **By-Election**

The Chairman advised the Board that legal advice had been received from the Authority's legal advisers in relation to the holding of a potential by-election.

The Chief Executive/Clerk advised the Board that Douglas Borough Council have advertised their notice of casual vacancy.

After a discussion, it was agreed that once the number of vacancies had been established, the Authority would advertise a notice of casual vacancy with the Isle of Man Newspapers and also on the Authority's website and facebook page.

There being no further business the meeting ended at 21:15 pm