

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 Monday 27th 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)

C20/04/02/01

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

Not necessary.

C20/04/02/02

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

None.

C20/04/02/03

MINUTES

1. Ordinary meeting held on Tuesday 14th April 2020

The minutes of the Ordinary Meeting held on Monday 14th April 2020, copies of which having previously been circulated, were considered.

Page 6 – Motions under the resolution include “The Chairman requested that the Motion be brought forward due to Section 5 of the Health Protection (Coronavirus) Regulations 2020.

Subject to the above amendment, it was proposed by Mr Crellin 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.**

C20/04/02/04

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

1. Board Meetings

A Member referred to Standing Order 1.3 in relation to the times of the Board Meeting and asked if a Board Resolution was required in relation to the change of times of the Board Meetings due to the Coronavirus (COVID-19) pandemic.

The Chief Executive/Clerk advised the Board that both the Chairman and Chief Executive/Clerk have the ability under special circumstances to fix some other hour for the holding of any meeting and that the change of times of the Board meetings is only whilst the Coronavirus (COVID-19) pandemic lasts and after that the Board meetings will return to evening meetings.

C20/04/02/05
BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

None.

C20/04/02/06
BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/04/02/07
BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/04/02/08
BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/04/02/09
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 20/00335 RGW Limited – Begoade Moar Farm

Members were advised that the planning application was for a certificate of lawful use for storage and parking of heavy goods vehicles/

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 April 2020.

After a discussion it was proposed by Mr Crellin and seconded by Mr Macfarlane and unanimously **RESOLVED that PA 20/00335 – Begoade Moar Farm be recommended for approval.**

(ii) PA 20/00350 Mr R Shaw – 11 Beech Avenue

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 1st May 2020.

After a discussion it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00350 – 11 Beech Avenue be recommended for approval.**

- (iii) **PA 20/00351 Mrs H M Johnson – 7 Birch Hill Crescent**
- Members were advised that the planning application is for the erection of 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 1st May 2020.
- After a discussion it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00351 – 7 Birch Hill Crescent be recommended for approval.**
- (iv) **PA 20/00353 Mrs E J Kennish – Cronkville, Scollag Road**
- Members were advised that the planning application was for a retrospective certificate of lawful use.
- In answer to questions, the District Surveyor advised that:
- No comments had been received; and
 - The cut-off date to the application is the 1st May 2020.
- After a discussion, it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00353 - Cronkville, Scollag Road be deferred to the next meeting to allow time for comments from the public to be received.**
- (v) **PA 20/00355 Mr & Mrs C G Corkish – 12 The Fairway**
- Members were advised that the planning application was for the erection of a single storey 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 1st May 2020.
- After a discussion, it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED PA 20/00355 – 12 The Fairway be recommended for approval.**
- (vi) **PA 20/00378 Mrs M Shelley – 54 Maple Avenue**
- Members were advised that the planning application was for the additional use of residence as a beauty therapy business.
- In answer to questions, the District Surveyor advised that:-
- No comments had been received; and
 - The cut-off date to the application is the 8th May 2020.
- After Members consideration, it was proposed by Mr Crellin and seconded by Mr Allen and unanimously **RESOLVED that PA 20/00378 – 54 Maple Avenue be deferred to the next meeting to allow time for comments from the public to be received.**

(vii) PA 20/00384 Mrs S Stringer – 17 Governors Road

Members were advised that the planning application was for the erection of a dormer window, blocking up of external rear windows and removal of existing vehicular 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 8th May 2020.

After Members considered, it was proposed by Mr Crellin and seconded by Mr Macfarlane and **RESOLVED that PA 20/00384 – 17 Governors Road be recommended for refusal on the grounds that it is not in keeping with neighbouring properties.**

*For: Mr Turton, Miss Williams, Mr Crellin and Mr Macfarlane
Against: Mr Allen.*

The District Surveyor left the meeting at 14:49 pm

2. Planning Communications

None.

C20/04/02/10**FINANCE AND GENERAL PURPOSES****1. Draft Internal Audit Report for the year ended 31st March 2020**

To be considered In Committee.

2. Hub Charges – 2020/21

To be considered In Committee.

C20/04/02/11**REPORT FROM THE CLERK OR OTHER OFFICER****1. Cyber Security**

None.

2. Equality

None.

3. Health & Safety Committee – Action List

The Report of the Housing Manager dated 21st April 2020, having previously been circulated was considered and noted.

The Chief Executive/Clerk advised the Board the Health & Safety meetings continue to be held every 2 to 3 months and they will move to quarterly meetings.

The Chief Executive/Clerk advised the Board that Site Inspections and Sharps Training have been delayed due to the Coronavirus (COVID-19) pandemic and they will be arranged as soon as the Coronavirus (CODI019) lockdown has come to an end.

4. COVID-19 Update

The Chief Executive/Clerk advised the Board that the Parks Team and the Elderly Person Complexes cleaners had returned to work and it had been well received by residents of the Authority's Elderly Person Complexes.

The Chief Executive/Clerk advised the Board that Officers continue to work from home and they are authorised to enter Hawthorn Villa.

The Chief Executive/Clerk further advised the Board of a Tenant causing concern and that the Police had been involved. The Housing Manager advised the Board that the Tenant is now abiding by the Coronavirus (COVID-19) Regulations.

4. COVID-9 – One Minute Silence

The Report of the Chief Executive/Clerk dated 21st April 2020, having previously been circulated was considered.

The Chief Executive/Clerk advised the Board that the 28th April 2020, is International Workers Memorial Day and that as a mark of respect a one minute silence would be held for the number of NHS and Key Workers who have lost their lives to Coronavirus (COVID-10).

It was agreed that the flag at Hawthorn Villa would be flown at half-mast on Tuesday 28th April 2020 as a mark of respect and that Officers would observe the one minute silence.

5. Community Partner

To be considered In Committee.

C20/04/02/12

LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. Isle of Man Municipal Association

A copy of the correspondence received from the Secretary of the Isle of Man Municipal Association dated 22nd April 2020, advising Members that the Municipal Meeting of the 30th April 2020 had been cancelled, was noted.

C20/0201/12

QUESTIONS

None.

C20/04/02/13

MOTIONS

None.

C20/04/02/14

ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS

None.

C20/04/02/15

HOUSING MATTERS1. **Housing Allocation – Ref: E2/46**

To be considered In Committee.

C20/04/02/16

CHAIRMAN'S ANNOUNCEMENTS1. **Dates for the Diary**

Date	Organisation	Event	Time
5 th May 2020	Onchan District Commissioners	Annual General Meeting	7:00 pm
18 th May 2020	Onchan District Commissioners	Board Meeting	2:00 pm

C20/04/02/17

ANY OTHER BUSINESS

The Public session of the Meeting ended at 15:20 pm

C20/04/02/18

FINANCE & GENERAL PURPOSES1. **Draft Internal Audit Report for the year ended 31st March 2020**

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

The draft Internal Audit Report for the year ended 31st March 2020, having previously been circulated was considered.

The Chief Executive/Clerk advised that this is the first Internal Audit Report received from the new Internal Auditors, Grant Thornton. There are 13 recommendations and that Management are to provide their responses. The Chairman and Vice Chairman requested that they meet with the Auditors early June 2020 if possible..

The Board commented that it was a good report and further commented that they like to the layout of the Report.

2. **Hub Charges – 2020-21**

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

The Report of the Finance Manager, dated 20th April 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr MacFarlane and seconded by Mr Crellin and unanimously **RESOLVED that the increase in the Hub Charges be approved and a review of bookings take place in 6 months.**

C20/04/02/19

REPORT FROM THE CLERK OR OTHER OFFICER1. **COVID-19 – Elderly Persons Complexes Tenancy Agreement**

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

The Chief Executive/Clerk advised the Board that there had been a review of the Elderly Persons Complexes Tenancy Agreement and there is a clause in the Tenancy Agreement which requires a Tenant to inform the Authority of any infectious diseases.

It was noted that the Tenancy Agreement would be discussed at the next Local Authority Housing Manager meeting.

C20/04/02/20

HOUSING MATTERS

1. Housing Allocation – E2/46

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

The Report of the Housing Officer dated 21st April 2020, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Macfarlane and unanimously **RESOLVED that SHA 473 offered the tenancy to E2/46.**

C20/04/02/21

ANY OTHER BUSINESS

None.

There being no further business the meeting ended at 16:27 pm

The Finance Manager and Housing Manager left the meeting at 16:27 pm