

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 20<sup>th</sup> January 2020 at 7:00 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 C Quirk

**Apologies:** Mr A Allen

**In Attendance:** Mrs L Radcliffe (Chief Executive/Clerk)  
Mrs S Johnson (Finance Manager)  
Mr R Phillips (District Surveyor)  
Mrs A Gale (Senior Administrator)  
Ms A Crellin (Executive Officer/Assistant)

The Members and Officers stood for one minute silence in recognition of the passing of former Onchan Parish Commissioner and Chairman, Mr Robert Patrick Goodby. Sincere condolences were expressed to family and friends of Mr Goodby.

The Chairman informed Members that Mr Goodby's funeral is on Wednesday 22<sup>nd</sup> January 2020 at 1:15pm at St Peter's Church. It was confirmed that the flag would be flown at half-mast on the day of Mr Goodby's funeral.

#### C20/02/01/01

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

Not necessary.

#### C20/02/01/02

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

None.

#### C20/02/01/03

#### MINUTES

#### **1. Ordinary meeting held on Monday 6<sup>th</sup> January 2020**

The minutes of the Ordinary Meeting held on Monday 6<sup>th</sup> January 2020, copies of which having previously been circulated, were considered.

It was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chairman.**

*Mr Allen did not cast a vote as he was not present at the meeting.*

#### C20/02/01/04

#### BUSINESS ARISING NOT REFERRED TO IN THE MINUTES

#### **1. Derek Crellin House Presentation and Reception**

It was confirmed that a Civic Reception would be held on Wednesday 12<sup>th</sup> February 2020 at 6:00pm in honour of Mr Derek Crellin for 20 years' service as a Member of Onchan District Commissioners and to recognise the naming of the former Police Station in Onchan as Derek Crellin House to mark the occasion.

C20/02/01/05BUSINESS ARISING NOT REFERRED TO IN THE MINUTES CONTINUED

None.

C20/02/01/06BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C20/02/01/07BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C20/02/01/08PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE PLANNING COMMITTEE1. Plans to the Board

(a) The following plans were considered by the Board.

(i) **PA 19/01355 Mr J. McMillan - 21 Governors Road**

Members were advised that the planning application was for registered building consent for roof repair works.

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

- No comment had been received; and
- The cut-off date to the application was the 3<sup>rd</sup> January 2020.

It was proposed by Mr Crellin and seconded by Mr Quirk unanimously **RESOLVED that PA 19/01355 - 21 Governors Road be recommended for approval.**

(ii) **PA 19/01424 Mrs G Steer - 8 Windermere Drive**

Members were advised that the planning application is for the conversion of garage to additional living accommodation.

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

- No comment had been received; and
- The cut-off date to the application was the 31<sup>st</sup> January 2020

After Members consideration it was proposed by Mr Crellin and seconded by Mr Macfarlane unanimously **RESOLVED that PA 19/01424 - 8 Windermere Drive be recommended for approval.**

(iii) **PA 19/01433 Ms C E Kelly - Slieau Chairn, Blackberry Lane**

Members were advised that the planning application was for the removal of chimney stack.

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

- No comment had been received; and
- The cut-off date to the application is the 31<sup>st</sup> January 2020.

It was proposed by Mr Crellin seconded by Mr Macfarlane and **RESOLVED that PA 19/01433 - PA 19/01433 be recommended for approval.**

**2. Planning Communications**

None.

**C20/02/01/09**  
**FINANCE AND GENERAL PURPOSES**

**1. Budget Setting**

To be considered In Committee.

**C20/02/01/10**  
**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. Cyber Security**

The Chief Executive/Clerk advised the Board that the Authority had been asked to include the above as an Agenda item.

The Chief Executive/Clerk explained to the Board that the Finance Manager had requested quotes from the Authority's insurers in relation to cyber security and that it would be brought back to the next Board Meeting.

**2. Equality**

The Chief Executive/Clerk advised the Board that the Authority had been requested to include the above on the Agenda.

**3. Replace Pooled Vehicle Report**

To be considered In Committee.

**4. Statutory Holidays**

To be considered In Committee.

**5. Office closure during New Year Week 2020**

To be considered In Committee.

**6. Debt Management**

To be considered In Committee.

**7. Process Mapping**

To be considered In Committee.

**8. Staffing Matter**

To be considered In Committee.

**C20/02/01/11****LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS****1. Malew Parish Commissioners**

An invitation had been received from Malew Parish Commissioners inviting the Chairman, Members and the Chief Executive/Clerk to their Annual Civic Service to be held on Sunday 1<sup>st</sup> March 2020 at 3:00pm at Abbey Church, Ballasalla.

The Chairman and Chief Executive/Clerk confirmed that they would be attending

**2. Department of Infrastructure – 2020/21 Public Sector Rents and Allowances**

A copy of the letter dated received from the Department of Infrastructure in relation to 2020/21 Public Sector Rents and Allowances, a copy of which having previous been circulated was considered and noted.

**C20/02/01/12****QUESTIONS**

None.

**C20/02/01/13****MOTIONS**

None.

**C20/02/01/14****ENVIRONMENTAL AND TECHNICAL SERVICES MATTERS****1. Street Light Report**

A copy of the Street Light Report having previously been circulated was considered.

A Member thanked the District Surveyor for the report. The Member further commented that during the darker months all street lighting should be working and that they were concerned about the length of time it takes for the street lights to be fixed.

The District Surveyor advised the Board that he along with one of the Property Maintenance Officers have arranged a meeting with Douglas Borough Council to discuss a replacement scheme which they have undertook previously, saving money in the process.

The District Surveyor further advised that he would arrange for a column to be added to the report which details the reasons for any delays.

**C20/02/01/15****HOUSING MATTERS****1. Housing Allocation – Ref: E1/09**

To be considered In Committee.

**C20/02/01/16****CHAIRMAN'S ANNOUNCEMENTS****1. Attendances****(a) Crosh Pobble Chonnaghyn Reception**

The Chairman thanked the Vice Chairman for attending the Reception and the Trustees have asked for their thanks to be passed on to the Commissioners for organising the Reception.

**2. Dates for the Diary**

Date	Organisation	Event	Time
27 <sup>th</sup> January 2020	Department of Environment, Food & Agriculture - Planning & Building Control Directorate	Murray House	6:30 pm to 8:30 pm
29 <sup>th</sup> January 2020	Onchan District Commissioners	Extra Ordinary Board Meeting – Budget Setting	6:00pm
1 <sup>st</sup> February 2020	Onchan District Commissioners	Commissioners Surgery – The Hub	11:00 am to 1:00 pm
3 <sup>rd</sup> February 2020	Onchan District Commissioners	Board Meeting	7:00 pm
4 <sup>th</sup> February 2020	Onchan District Commissioners	Commissioners Surgery – Springfield Court	2:30 pm to 3:30 pm
10 <sup>th</sup> February 2020	Onchan District Commissioners	Joint Political Meeting	6:30 pm to 8:30 pm

**Commissioners Surgeries**

It was noted that Mr Crellin and Mr Quirk would be attending the Commissioners Surgery on Saturday 1<sup>st</sup> February 2020 at the Hub.

It was noted that Miss Williams and Mr Crellin would be attending the Commissioners Surgery at Springfield Court on Tuesday 4<sup>th</sup> February 2020.

**C20/02/01/17****ANY OTHER BUSINESS****1. Bus Shelter at Bonds Restaurant**

A Member asked for an update in relation to the Bus Shelter at Bonds Restaurant. The Chairman confirmed that correspondence had been sent to the Minister for Infrastructure and he is yet to reply to a meeting request. It was agreed that a further reminder be sent to the Minister.

A Member commented that it would be helpful if an Onchan MHK could approach the Minister for Infrastructure to arrange a meeting.

***The Public session of the Meeting ended at 19:25 pm***

C20/02/01/18  
MINUTES

1. Staffing Minutes held at the Ordinary Meeting of 6<sup>th</sup> January 2020

See Staff Minute Book.

C20/02/01/19  
FINANCE AND GENERAL PURPOSES

1. Budget Setting

The Lead Member for Finance and General Purpose advised that there is an Extra Ordinary Meeting on Wednesday 29<sup>th</sup> January 2020 for the budget setting.

C20/02/01/20  
REPORT FROM THE CLERK OR OTHER OFFICER

1. Replacement of Pool Vehicle Report

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

A copy of the Report from the District Surveyor dated 14<sup>th</sup> January 2020, having previously been circulated was considered.

After a discussion, it was proposed by Mr Macfarlane and seconded by Mr Quirk and unanimously **RESOLVED that the purchase of a replacement pool vehicle be approved and that the maximum amount allocated for the purchase of the replacement pooled vehicle is £10,0 00.00.**

2. Statutory Holidays

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

A copy of the Report from the Chief Executive/Clerk dated 16<sup>th</sup> January 2020, having previously been circulated and noted.

3. Office Closure during New Year 2020

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

A copy of the Report from the Chief Executive/Clerk dated 16<sup>th</sup> January 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 any compulsory leave between the 23<sup>rd</sup> December 2020 and 2<sup>nd</sup> January 2021 be at the discretion of the Chief Executive/Clerk.**

4. Debt Management

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

A copy of the Report from the Interim Assistant Finance Manager dated 16<sup>th</sup> January 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 historic debt from the 1980s to 2006 be written off.**

Members thanked the Officers who were involved with preparation of the Report.

**5. Process Mapping**

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

A copy of the Report from the Chief Executive/Clerk dated 16<sup>th</sup> January 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 Mountfield Consulting Limited be engaged for a further 54 hours.**

**6. Staffing Matter**

Deferred to the end of the Meeting.

**C20/02/01/21**  
**HOUSING MATTERS****1. Housing Allocation – Ref: E1/09**

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

The Report of the Housing Officer dated 16<sup>th</sup> January 2020, having previously been circulated was considered.

After a discussion, it was proposed by Miss Williams and seconded by Mr Crellin and unanimously **RESOLVED that TS 360 be allocated E1/09.**

**C20/02/01/22**  
**ANY OTHER BUSINESS**

None.

***There being no further business the meeting ended at 20:51pm***