

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Tuesday 19<sup>th</sup> April 2022 at 7:00 pm

<b>Present:</b>	Mr R Turton	(Chairman)
	Miss K Williams	(Vice-Chair)
	Mr A Allen	(Lead Member for Finance and General Purposes)
	Mr D Crellin	
	Miss Z Lewin	
	Ms F Logan	(Lead Member for Environmental and Technical Services)
	Mr D Quirk	(Lead Member for Housing)
<b>In attendance:</b>	Mr R Phillips	(Acting Chief Executive/Clerk)
	Miss A Crellin	(Executive Assistant)

The Chairman expressed his thanks to the Vice Chair for her support during his absence.

#### **C22/04/02/01**

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

Not necessary.

#### **C22/04/02/02**

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

##### **2.1 Election of Chair Elect for 2022/23 Municipal Year**

To be considered In Committee.

##### **2.2 Election of Vice Chair Elect for 2022/23 Municipal Year**

To be considered In Committee.

#### **C22/04/02/03**

#### **MINUTES**

##### **1. Ordinary Meeting held on Monday 4<sup>th</sup> April 2022**

The minutes of the Ordinary Meeting held on Monday 4<sup>th</sup> April 2022, copies of which having previously been circulated, were considered.

Amendments:-

Page 6 – Change to Mr D Quirk tables the motion.

Subject to the above amendment, it was proposed by Mr Quirk 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 Vice Chair.

*Mr Turton did not vote as he was not present at the meeting.*

#### **C22/04/02/04**

#### **TO DISPOSE OF ANY RELEVANT BUSINESS ARISING FROM SUCH MINUTES**

None.

#### **C22/04/02/05**

#### **TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING**

None.

C22/04/02/06TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C22/04/02/07PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE  
PLANNING COMMITTEE1. Plans to the Board

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

(i) **PA 22/00116 Mr & Mrs N Bass – 38 Ballachrink Drive**

Members were advised that the planning application is for alterations, to existing dwelling including installation of front and rear dormer and retrospective installation of flue (amended plans).

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 22<sup>nd</sup> April 2022.

After Members consideration, it was proposed by Ms Logan and seconded by Miss Lewin and unanimously **RESOLVED that PA 22/00116 – 38 Ballachrink Drive be recommended for approval.**

(ii) **PA 22/00188 Mr B Haslam – 28 Victoria Avenue**

Members were advised that the planning application is for the replacement of garage door, installation of door to rear window of the east elevation and window to the western elevation of garage (retrospective) (amended plans).

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 14<sup>th</sup> April 2022.

It was agreed that the Acting Chief Executive/Clerk would contact the Planning Department to request further information.

(iii) **PA 22/00304 Mrs A Colley – 5 Sycamore Close**

Members were advised that the planning application is for the installation of a rear balcony with balustrade and sliding door access.

In answer to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date for the application is the 15<sup>th</sup> April 2022.

After a discussion, it was proposed by Ms Logan and seconded by Miss Lewin and unanimously **RESOLVED that PA 22/00304 – 5 Sycamore Close be recommended for approval.**

**(iv) PA 22/00318 Mrs A Kneen – 5 Howstrake Drive**

Members were advised that the planning application is for a rear dormer extension.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date to the application is the 22<sup>nd</sup> April 2022.

After a discussion, it was proposed by Ms Logan and seconded by Miss Lewin and **RESOLVED that PA 22/00318 – 5 Howstrake Drive be recommended for approval.**

***For: Mr Turton, Miss Williams, Ms Logan, Miss Lewin and Mr Quirk***

***Against: Mr Allen and Mr Crellin***

**(v) PA 22/00368 Mr D Stockdale – DHSOB FC, Blackberry Lane**

Members were advised that the planning application is for the erection of a single storey flat roof extension to the front of the clubhouse.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date to the application is the 6<sup>th</sup> May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Allen and unanimously **RESOLVED that PA 22/00368 – DHSOB FC, Blackberry Lane be recommended for approval.**

**(vi) PA 22/00398 Mr & Mrs N Horthuis – 25 Majestic Drive**

Members were advised that the planning application is for alteration to enlarge patio doors onto rear garden and installation of a flue.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date to the application is 29<sup>th</sup> April 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED** that **PA 22/00398 – 25 Majestic Drive be recommended for approval.**

**(vii) PA 22/00412 Mr L Coxon – 20 Seaview Road**

Members were advised that the planning application is for the removal of the front garden wall, and formation of hardstanding for car parking facility, lower kerb for access. Erection of rear decking and replace doors and windows to detached building with associated works.

In answers, to questions, the Acting Chief Executive/Clerk advised that:-

- No comments had been received from neighbouring properties; and
- The return date to the application is the 29<sup>th</sup> April 2022.

After a discussion, it was proposed by Ms Logan and seconded by Miss Lewin and unanimously **RESOLVED** that **PA 22/00412 – 20 Seaview Road be recommended for approval.**

**C22/04/02/08**

**FINANCE AND GENERAL PURPOSES**

**1. Internal Audit Expressions of Interest**

To be considered In Committee.

**C22/04/02/09**

**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. 2<sup>nd</sup> Onchan Scouts 60<sup>th</sup> Anniversary Tree Planting**

To be considered In Committee.

**2. Potential Purchase of the Workshop – Queens Road**

To be considered In Committee.

**3. Flat Green Bowls**

To be considered In Committee.

**4. Refuse Tender**

To be considered In Committee.

**5. Lease Renewal – Unit A, Willow House**

To be considered In Committee.

**C22/04/02/10****CONSIDERATION OF ANY RELEVANT CORRESPONDENCE****1. Climate Change Duties – Reporting Requirements – Consultation**

A copy of the consultation in relation to the Climate Change Duties reporting requirements having previously been circulated was considered and noted.

It was noted that the consultation closed on the 28<sup>th</sup> April 2022, and any comments need to be submitted before this date.

The Acting Chief Executive/Clerk advised the Board that he had started to look at the Climate Change Act 2021 together with the consultation.

**2. Climate Change Duties – Guidance for Public Bodies**

A copy of the Climate Change Duties guidance for Public Bodies having previously been circulated was considered and noted.

**3. Department of Infrastructure – Highway Maintenance Charter 2022**

A copy of the correspondence dated 31<sup>st</sup> March 2022, received from the Department of Infrastructure together with the initial version of the Highway Maintenance Charter 2022 having previously been circulated was considered and discussed.

It was agreed that the Board in principle are not opposed to the Highway Maintenance Charter 2022, but they would like to invite the Minister for Infrastructure to discuss their comments.

It was further agreed that the Acting Chief Executive/Clerk would contact the Department of Infrastructure to arrange the meeting.

**4. Royal British Legion – Falklands Remembrance Anniversary**

A copy of the correspondence dated 30<sup>th</sup> March 2022, received from the Secretary of the Royal British Legion Onchan Branch in relation to the restoration of the Falklands Memorial plaque having previously been circulated was considered and discussed.

It was agreed that the Acting Chief Executive/Clerk would undertake the following:-

- Contact the Secretary of the Royal British Legion Onchan Branch to request further information;
- Undertake a costings exercise; and
- Contact the War Memorial Committee for their comments.

It was further agreed that the matter would be brought back to the next Board Meeting.

**5. Cathedral Isle of Man – Platinum Jubilee Service**

A copy of the invitation received from Dean of Cathedral Isle of Man to attend a service to celebrate the Platinum Jubilee of Her Majesty the Queen, Lord of Mann on Sunday 5<sup>th</sup> June 2022 at 10:30 am having previously been circulated, was noted.

**6. Friends of Chernobyl's Children**

A copy of the charity news update received from the Friends of Chernobyl's Children having previously been circulated was noted.

C22/04/02/11TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 34

None.

C22/04/02/12TO CONSIDER ANY MOTIONS**1. Motion 64 – Under Standing Order Number 26**

Mr D J Quirk tabled Motion Numbered 64:-

*“that Onchan District Commissioners re-establish the tradition of placing Manx flags throughout the village from June to September.”*

After a discussion, it was proposed by Mr Quirk and seconded by Ms Logan and unanimously **RESOLVED** that **Manx flags be offered to residents to be displayed from Wybourn Drive to the Commissioner’s Office between the 1<sup>st</sup> June 2022 and 30<sup>th</sup> September 2022.**

C22/04/02/13ENVIRONMENTAL AND TECHNICAL SERVICES

None.

C22/04/02/14HOUSING MATTERS**1. Quarterly Standards of Performance Data**

To be considered In Committee.

C22/04/02/15CHAIRMAN’S ANNOUNCEMENTS**1. Dates for the Diary**

Date	Organisation	Event	Time
3 <sup>rd</sup> May 2022	Onchan District Commissioners	Commissioners Surgery – Springfield Court, Commissioners Turton and Williams attending	2:00 pm to 3:00 pm
3 <sup>rd</sup> May 2022	Onchan District Commissioners	Annual General Meeting	7:00 pm
7 <sup>th</sup> May 2022	Onchan District Commissioners	Commissioners Surgery – The Hub, Commissioners Quirk and Williams attending)	10:00 am to 12 noon
16 <sup>th</sup> May 2022	Onchan District Commissioners	Board Meeting	7:00 pm

C22/04/02/16ANY OTHER BUSINESS1. Port Jack

A Member commented that he had been approached by residents in relation to the state of the bus shelter, telephone kiosk, salt bin and litter bins at Port Jack.

The Acting Chief Executive/Clerk confirmed that he would look into this and arrange for the litter bins to be replaced.

*The Public session of the Meeting ended at 20:22 pm*

C22/04/02/17BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE BEFORE ANY OTHER BUSINESS1. Election of Chair Elect for the 2022/23 Municipal Year

The following was considered In Committee and transferred to the public domain:-

Two nominations were received for the position of Chair Elect:-

- Miss Williams; and
- Mr Allen

Each nominee gave a presentation to the Board.

A call for a vote was made as follows:-

- Miss Williams proposed by Mr Quirk and seconded by Mr Turton;
- Mr Allen proposed by Mr Crellin and seconded by Mr Allen.

It was **RESOLVED** that Miss Williams be recognised as the Chair-Elect for the 2022/23 Municipal Year.

**For:** Miss Lewin, Mr Quirk, Mr Turton and Miss Williams  
**Against:** Mr Allen, Mr Crellin and Miss Logan

2. Election for Vice Chair Elect for the 2022/23 Municipal Year

The following was considered In Committee and transferred the public domain.

It was proposed by Mr Quirk and seconded by Ms Logan and **RESOLVED** that Miss Lewin be recognised as the Vice Chair elect for the 2022/23 Municipal Year.

**For:** Ms Lewin, Ms Logan, Mr Quirk, Mr Turton and Miss Williams  
**Against:** Mr Allen and Mr Crellin

C22/04/02/18FINANCE AND GENERAL PURPOSES1. Internal Audit Expressions of Interest

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

A copy of the report of the Finance Manager dated 8<sup>th</sup> April 2022, having previously been circulated was considered and discussed.

After Members consideration, it was proposed by Mr Quirk and seconded by Mr Allen and unanimously **RESOLVED that Grant Thornton be appointed as the Authority's Internal Auditors for the next 3 years.**

A Member commented that he had stated in the previous Municipal Year that any proposals which fall within the Lead Members responsibilities should be proposed by the Lead Member and seconded by another Member. [ODC 16/05/2022]

**C22/04/02/19**

**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. 2<sup>nd</sup> Onchan Scouts 60<sup>th</sup> Anniversary Tree Planting**

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

The report of the Property Maintenance Officer dated 7<sup>th</sup> April 2022, having previously been circulated was considered and discussed.

A Member asked if the 2<sup>nd</sup> Onchan Scouts could consider planting plum and elderflower trees.

After a discussion, in it was proposed by Mr Turton and seconded by Mr Allen and unanimously **RESOLVED that the Authority provide funding up to the value of £1,000 to assist the 2<sup>nd</sup> Onchan Scouts tree planting ceremony to celebration their 60<sup>th</sup> anniversary.**

**2. Potential Purchase of the Workshop, Queens Road**

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

The report of the Property Maintenance Manager dated 18<sup>th</sup> April 2022, having previously been circulated was considered and discussed.

It was agreed that this was not a suitable location and no further enquiries would be made.

**3. Flat Green Lawn Bowls**

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

As discussed at the Board Meeting of the 4<sup>th</sup> April 2022, it was requested that the Acting Chief Executive/Clerk request further information from the Flat Green Lawn Bowls in relation to their proposed new facility and membership numbers.

It was noted that the information had been provided by the Secretary of the Flat Green Lawn Bowls and it has been circulated to Members for their information.

After a discussion, it was proposed by Mr Crellin and seconded by Miss Lewin and unanimously **RESOLVED that the Flat Green Bowling Club be advised to contact Manx Sport and Recreation to explore what support they can provide to the Flat Green Bowling Club.**

**4. Refuse Tender**

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

The Acting Chief Executive/Clerk advised the Board, that the Authority's tender for Port St Mary's refuse collection has been successful.

**5. Lease Renewal – Unit A, Willow House**

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

The Acting Chief Executive/Clerk advised the Board, that the lease for Unit A, Willow House was now due for renewal.

After a discussion, it was proposed by Mr Allen and seconded by Ms Logan and unanimously **RESOLVED that a 5 year lease be offered to the existing tenants with a 4% increase per annum.**

**C22/04/02/20**

**HOUSING MATTERS**

**1. Quarterly Standards of Performance Data**

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

The report of the Housing Manager dated 13<sup>th</sup> April 2022, having previously been circulated was considered and discussed.

The Acting Chief Executive/Clerk confirmed the following:-

- The overall amount of arears has reduced;
- Due to COVID-19 the number of tenants who are in arears has increased;
- Re-payment plans are in place with the majority of tenants in arrears; and
- The number of rent reviews which are carried out have increased.

**C22/04/02/21**

**ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHAIRMAN FOR CONSIDERATION**

None.

***The Acting Chief Executive/Clerk and Executive Officer left the meeting at 21:35 pm***

**C22/04/02/22**

**STAFFING MATTERS**

**1. Staffing Minutes of the Ordinary Meeting of Monday 4<sup>th</sup> April 2022**

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

The Staff Minutes of the Ordinary Meeting held on Monday 4<sup>th</sup> April 2022, copies of which having previously been circulated, were considered.

After a discussion, it was proposed by Ms Lewin 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 Vice Chair.**

**2. Staffing Matter**

See Staff Minute Book.

***There being no further business the meeting closed at 22:10 pm***