

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Monday 30th May 2022 at 7:00 pm

Present:	Miss K Williams	(Chair)
	Miss Z Lewin	(Vice Chair) ^{From 7:10 pm}
	Mr A Allen	
	Mr D Crellin	
	Ms F Logan	(Lead Member for Environmental and Technical Services)
	Mr D Quirk	(Lead Member for Finance & General Purposes)
	Mr R Turton	(Lead Member for Housing)
In attendance:	Mr R Phillips	(Acting Chief Executive/Clerk)
	Mrs S Johnson	(Finance Manager)
	Miss A Crellin	(Executive Assistant)

C22/05/04/01

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

Not necessary.

C22/05/04/02

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

Not necessary.

C22/05/04/03

MINUTES

1. Ordinary Meeting held on Monday 16th May 2022

The minutes of the Ordinary Meeting held on Monday 16th May 2022, copies of which having previously been circulated, were considered.

Amendments:-

- Page 2 – Minutes amend “taking” to talking
- Page 8 – Cub Paediatric First Aid amend “enquiry” to enquiring
- Page 9 – Chair’s announcements included attended the opening of the Flat Green Bowls

Subject to the above amendments, it was proposed by Mr Turton 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 Chair.**

C22/05/04/04

TO DISPOSE OF ANY RELEVANT BUSINESS ARISING FROM SUCH MINUTES

A Member asked the Chair if a Member votes against the minutes should the reasoning why be recorded. The Member stated that everyone is entitled to vote against the minutes if they do not agree with them but could ask the Chair for their opinion.

Another Member stated that at the time he voted against the minutes he did state his reason for doing so. [ODC 13/06/2022]

C22/05/04/05

TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C22/05/04/06TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C22/05/04/07PLANNING DECISIONS/COMMUNICATIONS FROM THE DEPARTMENT OF INFRASTRUCTURE
PLANNING COMMITTEE1. Plans to the Board

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

(i) **PA 22/00436 Mrs S Kane – 47 Sunningdale Drive**

Members were advised that the application is for the removal of the existing rear extension and erection of a replacement single storey extension (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 10th June 2022.

After Members consideration, it was proposed by Ms Logan and seconded by Mr Crellin and unanimously **RESOLVED that PA 22/00436 – 47 Sunningdale Drive be recommended for approval.**

(ii) **PA 22/00441 Mr W Costain – 9 Hollydene Avenue**

The Acting Chief Executive/Clerk declared an interest.

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

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 3rd June 2022.

After Members consideration, it was proposed by Ms Logan and seconded by Mr Quirk and **RESOLVED that PA 22/00441 – 9 Hollydene Avenue be recommended for approval.**

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

(iii) **PA 22/00488 Mr G Bell – 16 Manor Park**

Members were advised that the planning application is to raise the level of the existing roof over garage to create a new first floor living accommodation.

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

- Neighbouring properties have been notified; and
- The return date to the application is the 20th May 2022.

After Members consideration it was proposed by Ms Logan and seconded by Mr Crellin and **RESOLVED that PA 22/00488 – 16 Manor Park be recommended for refusal on the grounds that the layout and density of the building design and visual appearance are not in keeping with the existing street scape.**

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

Against: Mr Quirk

(iv) PA 22/00517 Mr D Pictor – “Braywood”, 51 Howe Road

Members were advised that the planning application is for a two storey extension to the front elevation with internal alteration and minor landscape works.

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

- No comments have been received from neighbouring properties; and
- The return date to the application is the 27th May 2022.

After Members consideration it was proposed by Ms Logan and seconded by Mr Allen and **RESOLVED that PA 22/00517 – 51 Howe Road be recommended for approval.**

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

Against: Mr Crellin

(v) PA 22/00544 Mr P Reilly – 1 Birchleigh Close

Members were advised that the planning application is for the rendering of the property (retrospective 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 3rd June 2022.

After a discussion, it was proposed by Ms Logan and seconded by Miss Lewin and unanimously **RESOLVED that PA 22/00544 – 1 Birchleigh Close be recommended for approval.**

(vi) PA 22/00553 Mr & Mrs B Rimmer – 18 Manor Park

Members were advised that the planning application is for ^[ODC 13/06/2022] the conversion of the existing garage into living space, internal alterations and installation of a raised deck over existing rear patio.

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 3rd June 2022.

After a discussion, it was proposed by Ms Logan and seconded by Miss Lewin and **unanimously RESOLVED that PA 22/00553 – 18 Manor Park be recommended for approval.**

(vii) PA 22/00586 Miss S Ball – 54 Derwent Drive

Members were advised that the planning application is for the replacement roof and velux windows 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 3rd June 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and unanimously **RESOLVED that PA 22/00586 – 54 Derwent Drive be recommended for approval.**

(viii) PA 22/00608 Mr M A Connor – 14 Sunnybank Avenue

Members were advised that the planning application is for a replacement roof and associated works.

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 27th May 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Allen and unanimously **RESOLVED that PA 22/00608 – 14 Sunnybank Avenue be recommended for approval.**

C22/05/04/09

FINANCE AND GENERAL PURPOSES

1. 2021/22 – Quarter 4 Management Accounts

To be considered In Committee.

2. 2021 Year End Statement of Accounts

To be considered In Committee.

C22/05/04/10**REPORT FROM THE CLERK OR OTHER OFFICER****1. Onchan General (Amendment) Bye-Laws 2022**

A copy of the Onchan General (Amendment) Bye-Laws 2022 having previously been circulated were considered and discussed.

After a discussion, it was proposed by Mr Allen and seconded by Miss Lewin and **unanimously RESOLVED the amendments are hereby approved.**

2. Heywood Drive & Heywood Grove Repairs

To be considered In Committee.

3. Nursery Avenue Replacement Windows and Doors

To be considered In Committee.

C22/05/04/11**CONSIDERATION OF ANY RELEVANT CORRESPONDENCE****1. Financial Assistance Scheme**

A copy of the correspondence dated 11th May 2022, having previously been circulated was considered and noted.

A Member requested that the contents of the correspondence be noted and no response provided

After a discussion, it was agreed that the Acting Chief Executive/Clerk would reply on behalf of the Authority.

2. Borough of Douglas – Civic Sunday

A copy of the correspondence received from Douglas Borough Council dated 12th May 2022 advising of the change of date for the Borough of Douglas Civic Sunday to the 3rd July 2022 was noted.

3. Isle of Man Municipal Association General Meeting

A copy of the correspondence received from the Captain of Parish dated 23rd May 2022, having previously been circulated was noted.

4. Local Government Handbook (for Members and Officers of Local Authorities)

The Acting Chief Executive/Clerk confirmed that the Handbook is a guidance document.

C22/05/04/12**TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 34**

None.

C22/05/04/13**TO CONSIDER ANY MOTIONS**

None.

C22/05/04/14**ENVIRONMENTAL AND TECHNICAL SERVICES**

None.

C22/05/04/15**HOUSING MATTERS****1. 10 Year Residency Discretion – Access to Waiting List**

The Report of the Housing Manager dated 24th May 2022, having previously been circulated was considered and discussed.

The Lead Member for Housing advised the Board that the guidance notes have been accepted by all Local Authorities and that they standardise the requirements for all Local Authorities.

A Member stated that should exceptional circumstances be presented to the housing provider that the matter be brought to the Board, instead of the responsibility resting solely with the Lead Member for Housing.

A Member stated that the discretion is only in relation to residency and not allocations.

C22/05/04/16**CHAIRMAN'S ANNOUNCEMENTS****1. Dates for the Diary**

The Chair confirmed that she had attended the following:-

- Isle of Man Municipal Association Annual General Meeting and Dinner;
- Onchan Methodist Church Jubilee Afternoon Tea;
- Onchan Silver Band [ODC 13/06/2022] Spring Concert.

Date	Organisation	Event	Time
7 th June 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court Commissioners Crellin and Lewin attending	2:30 pm to 3:30 pm
13 th June 2022	Onchan District Commissioners	Board Meeting	7:00 pm
25 th June 2022	Onchan District Commissioners	Jubilee Party in the Park	12 noon to 11:00 pm
2 nd July 2022	Onchan District Commissioners	Commissioners Surgery – Harvey Briggs Onchan Library	10:00 am to 12 noon

C22/05/04/17**ANY OTHER BUSINESS****1. Falklands Memorial Service**

The Acting Chief Executive/Clerk confirmed that the Royal British Legion will be holding a Memorial service to mark the 40th anniversary of the Falklands War on Tuesday 14th June 2022 at 3:00 pm.

The Acting Chief Executive/Clerk confirmed that he will send out a meeting request to all Members.

The Public session of the Meeting ended at 20:25 pm

C22/05/04/18

FINANCE & GENERAL PURPOSES MATTERS

1. 2021/22 – Quarter 4 Management Accounts

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

The report of the Finance Manager dated 25th May 2022, having previously been circulated was considered and discussed and noted.

After a discussion, it was proposed by Mr Quirk and seconded by Miss Lewin and unanimously **RESOLVED that Quarter 4 Management Accounts do not required to be presented to the Board due to quarter 4 being covered in the year end Statement of Accounts.**

2. Statement of Accounts for the year ended 31st March 2021

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

The report of the Finance Manager dated 25th May 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Mr Quirk and seconded by Miss Lewin and unanimously **RESOLVED that:**

- the Statement of Accounts for the year ended 31st March 2021 be and are hereby approved;
- the Chair and Responsible Finance Officer be and are hereby authorised to sign the Statement of Accounts on behalf of the Authority; and
- the Responsible Finance Officer be and is hereby authorised to sign the Letter of Representation on behalf of the Authority.

C22/05/04/20

REPORT FROM THE CLERK OR OTHER OFFICER

1. Heywood Drive & Heywood Grove Repairs

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

The report of the Property Maintenance Manager dated 30th May 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Ms Logan and seconded by Mr Allen and **RESOLVED that a Business Case be submitted to the Department of Infrastructure for inclusion in the Treasury's budget for the year 2023/24.**

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

Against: Mr Turton

2. Nursery Avenue Replacement Windows & Doors

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

The report of the Property Maintenance Manager dated 30th May 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Mr Turton and seconded by Mr Quirk and **RESOLVED that tender be awarded to Courtyard Windows and Glazing.**

Miss Lewin did not cast a vote as she was not present at the meeting at the time the proposal was made.

C22/05/04/21**ANY OTHER URGENT BUSINESS AS AUTHORISED BY THE CHAIRMAN FOR CONSIDERATION****1. Heywood Court****a) Anti-Social Behaviour**

A Member advised the Board that he had been contacted by a tenant at Heywood Court in relation to Anti-Social Behaviour, and the response that had been received from the Police at the time it was reported to them.

It was agreed that the Acting Chief Executive/Clerk would bring the matter up at the next Level 1 Meeting.

b) Smoking

A Member advised the Board that he had been contacted by tenants of Heywood Court in relation to the smoking matter.

It was agreed that the Acting Chief Executive/Clerk would look in to this matter.

2. Refuse Collections

A Member asked what refuse collections will be undertaken during the Jubilee Bank Holiday.

The Acting Chief Executive/Clerk confirmed that there will be a refuse collection as usual on Thursday 2nd June 2022 but there will be no collection of Friday 3rd June 2022.

3. Street Lights

A Member advised the Board that he had been contacted in relation to the street light (49 HC) located in Hilary Close.

The Acting Chief Executive/Clerk and Finance Manager left the meeting at 21:30 pm

C22/05/04/22**STAFFING MATTERS****1. Staffing Minutes of the Ordinary Meeting of Monday 16th May 2022**

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

The Staff Minutes of the Ordinary Meeting held on Monday 16th May 2022, copies of which having previously been circulated, were considered.

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

2. Staffing Minutes of the Extra Ordinary Board Meeting of Monday 23rd May 2022

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

The Staff Minutes of the Extra Ordinary Meeting held on Monday 16th May 2022, copies of which having previously been circulated, were considered.

After a discussion, it was proposed by Miss Lewin and seconded by Mr Quirk and **RESOLVED that the minutes be agreed as a correct record of the proceedings and be signed by the Chair.**

Mr Allen and Ms Logan did not cast a vote as they were not present at the meeting.

3. Staffing Matter

See Staff Minute Book

There being no further business the meeting closed at 22:23pm