

Minutes of the Ordinary Meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, 79 Main Road, Onchan, on Tuesday 20<sup>th</sup> September 2022 at 7:00 pm

**Present:** Miss K Williams (Chair)  
 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)

**Apologies:** Miss Z Lewin (Vice Chair)

**In attendance:** Mr R Phillips (Chief Executive/Clerk)

The Members and Officer stood for a one minute silence in recognition of the passing of Her Majesty Queen Elizabeth II. Sincere condolences were expressed his Majesty the King and the royal family following the announcement of the passing of Queen Elizabeth II. She will be missed by many, and we pay tribute to her 70 years of service.

**C22/09/02/01**

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

Not necessary.

**C22/09/02/02**

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

None.

**C22/09/02/03**

**MINUTES**

**1. Ordinary Meeting held on Monday 5<sup>th</sup> September 2022**

The Minutes of the Ordinary Meeting held on Monday 5<sup>th</sup> September 2022, copies of which having previously been circulated, were considered.

After a discussion, 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 Chair.**

**2. Staffing Meeting held on Monday 5<sup>th</sup> September 2022**

To be considered In Committee.

**C22/09/02/04**

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

**1. Questions submitted by Commissioner Derek Crellin**

Mr Crellin stated that in relation to his question number 4 which was answered at the Board Meeting of the 5<sup>th</sup> September 2022 regarding a duty of care towards to Chief Executive/Clerk and Officers' that it is for Miss Williams as Chair to take responsibility towards putting measure in place to allow staff to return to the Board Meetings.

Miss Williams advised the Board that measures and proposals would be discussed during the In Committee section of the board meeting.

C22/09/02/05TO DISPOSE OF ANY BUSINESS ADJOURNED FROM A PREVIOUS MEETING

None.

C22/09/02/06TO DEAL WITH ANY BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE

None.

C22/09/02/07PLANNING 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  
22/00970/B****Mr & Mrs S Moughtin – 10 Snaefell Crescent**

Members were advised that the planning application is for the erection of a ground floor extension and removal of a chimney stack.

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

- Neighbouring properties had been notified; and
- The return date for the application is the 9<sup>th</sup> September 2022.

PA 22/00970/B – 10 Snaefell Crescent was noted due to the planning application being approved by the Planning Department prior to the meeting.

**(ii) PA  
22/01006/B****Cedar-Mann Smart-Rooms – 6 Windermere Avenue**

Members were advised that the planning application is for the erection of a leisure cabin to the rear of the property.

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

- No comments had been received from neighbouring properties; and
- The return date to the application is the 30<sup>th</sup> September 2022.

After a discussion it was proposed by Ms Logan and seconded by Mr Allen and **RESOLVED that PA 22/01006/B – 6 Windermere Avenue be recommended for approval.**

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

**(iii) PA  
22/01046/B****Mr G Whitehead – 33 Birch Hill Avenue**

Members were advised that the planning application is for the installation of windows and French doors to the integrated garage.

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

- Neighbouring properties had been notified; and
- The return date for the application is the 30<sup>th</sup> September 2022.

After a discussion, it was agreed that PA 22/01046/B – 33 Birch Hill Avenue be deferred to the next Board Meeting to allow for comments from the public to be received.

(iv) PA  
22/01051/B

**Mr M Cubbon – 5 Maple Close**

Members were advised that the planning application is for alterations, rear extension, rear decking, the installation of a flue and the widening of the existing car parking area.

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

- No comments have been received; and
- The return date to the application is the 30<sup>th</sup> September 2022.

After a discussion it was proposed by Ms Logan and seconded by Mr Allen and unanimously **RESOLVED that PA 22/01051/B – 5 Maple Close be recommended for refusal due to the design of the flat roof to the rear extension.**

(v) PA  
22/01053/B

**Mr A Stefanovic – 56 Wybourn Drive**

Members were advised that the planning application is for the alteration, extension, installation of a dormer and widening of driveway and vehicular access.

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

- No comments had been received from neighbouring properties;
- The return date to the application is the 30<sup>th</sup> September 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and **RESOLVED that PA 22/01053/B be recommended for approval.**

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

**Against: Mr Allen**

(vi) PA  
22/01094/B

**Mr T A Teare – 6 Lhondhoo Close**

Members were advised that the planning application is for the formation of a parking bay and vehicular access in the front garden.

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

- No comments had been received from neighbouring properties; and
- The return date to the application is the 30<sup>th</sup> September 2022.

After a discussion, it was proposed by Ms Logan and seconded by Mr Quirk and **RESOLVED that PA 22/01094/B – 6 Lhondhoo Close be recommended for approval.**

ii) **PA  
22/00578/B**

**Mr & Mrs J Farrell – 23 Alberta Drive**

Members were advised that the planning application is for the alterations, including the creation of infill extension, installation of a flue, windows, patio door, disability access ramp, re-roofing and demolition of chimney stack (amended plans).

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

- No comments had been received from neighbouring properties; and
- The return date to the application is the 30<sup>th</sup> September 2022.

After a discussion it was proposed by Ms Logan and seconded Mr Quirk and unanimously **RESOLVED that PA 22/00578/B – 23 Alberta Drive be recommended for approval.**

**C22/09/02/08**

**TO CONSIDER ANY MOTIONS**

None.

**C22/09/02/09**

**FINANCE AND GENERAL PURPOSES**

**1. 2022/23 Internal Audit**

To be considered In Committee.

**2. Insurance Brokers – Tender Submissions**

To be considered In Committee.

**3. Heating Charges**

To be considered In Committee.

**C22/09/02/10**

**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. Privacy Statement**

The report of the Chief Executive/Clerk dated 12<sup>th</sup> September 2022, having previously been circulated was noted.

**2. Replacement Ride on Mower**

To be considered In Committee.

**3. General Data Protection Regulations – Data Protection Services**

To be considered In Committee.

**4. Groudle Landslip**

To be considered In Committee.

**C22/09/02/11**

**CONSIDERATION OF ANY RELEVANT CORRESPONDENCE**

**1. Highway Maintenance Charter**

A copy of the correspondence dated 8<sup>th</sup> September 2022 received from the Department of Infrastructure Highway Services having previously been circulated was considered and noted.

It was noted that Miss Williams, Mr Allen, Mr Logan, Mr Quirk and Mr Turton will be attending.

Mr Crellin advised that he will confirm his availability following the meeting.

**2. Housing & Communities Board Meetings with Island Commissioners**

A copy of the correspondence dated 14<sup>th</sup> September 2022, received from the Cabinet Office having previously been circulated was considered and noted.

It was noted that the meeting to be held in the East clashed with the Joint Political Meeting which had already been organised.

**C22/09/02/12**

**TO ANSWER ANY QUESTIONS ASKED UNDER STANDING ORDER 34**

None.

**C22/09/02/13**

**ENVIRONMENTAL AND TECHNICAL SERVICES**

None.

**C22/09/02/14**

**HOUSING MATTERS**

None.

**C22/09/02/15**

**CHAIR'S ANNOUNCEMENTS**

1. Miss Williams advised that she had no announcements to make.

**4. Dates for the Diary**

Date	Organisation	Event	Time
21 <sup>st</sup> September 2022	Friends of Onchan Heritage	"The Dark Skies of Onchan and Man" with Howard Parkin BSc, Bed, FRAS	7:30 pm – The Village Hall,
23 <sup>rd</sup> September 2022	St Peter's Church	Film and Fish Supper Night	7:00 pm
1 <sup>st</sup> October 2022	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon

3 <sup>rd</sup> October 2022	Onchan District Commissioners	Board Meeting	7:00 pm
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**C22/09/02/16****ANY OTHER BUSINESS****1. Commissioner Surgery**

Mr Turton asked for it to be noted that following the last Commissioners Surgery at Heywood Court thanks to be passed on to the Housing and Maintenance teams due to the positive feedback received from tenants.

**2. Trees – Sunnybank Avenue**

Mr Crellin advised that he had been contacted by a resident in relation to damage to trees at Sunnybank Avenue.

It was agreed that the Chief Executive/Clerk would look into this matter.

*The Public session of the Meeting ended at 20:00 pm*

**C22/09/02/17****MINUTES****1. Staffing Meeting held on Monday 22<sup>nd</sup> August 2022**

Deferred to the end of the Meeting.

**C22/09/02/18****FINANCE AND GENERAL PURPOSES****1. 2022/23 Internal Audit**

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

The Report of the Finance Manager dated 14<sup>th</sup> September 2022, having previously been circulated was considered, discussed and noted.

**2. Insurance Brokers – Tender Submissions**

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

The Report of the Finance Manager dated 14<sup>th</sup> September 2022, having previously been circulated was considered and discussed.

After a discussion, it was proposed by Mr Crellin and seconded by Mr Quirk and unanimously **RESOLVED that AON continue as the Authority's Insurance Brokers for a period of 5 years.**

**3. Heating Charges**

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

The Report of the Finance Manager dated 14<sup>th</sup> September 2022, having previously been circulated was considered and discussed.

Mr Quirk suggested that Officers consider putting controls in place to assist with savings in relation to the charges.

It was asked that an audit of the heating systems be undertaken by the current contractor. It was agreed that the Chief Executive/Clerk would look into this matter.

After as discussion, it was proposed by Mr Quirk and seconded by Mr Allen and **RESOLVED that incremental increases in relation to Heating Charges be passed onto the tenants.**

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

**C22/09/02/19**  
**REPORT FROM THE CLERK OR OTHER OFFICER**

**1. Replacement Ride on Mower**

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

The Report of the Property Maintenance Officer, dated 12<sup>th</sup> September 2022, having previously been circulated was considered and discussed.

It was agreed that the Property Maintenance Officer obtain further prices and that the matter be brought back to the Board.

**2. General Data Protection Regulation (GDPR) – Data Protection Services**

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

The Report of the Chief Executive/Clerk dated 14<sup>th</sup> September 2022, having previously been circulated was considered, discussed and noted.

**3. Groudle Landslip**

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

The Chief Executive/Clerk advised the Board that they are currently awaiting a response from the Department of Environmental, Food and Agriculture and the Attorney General's Office in relation to responsibility under the terms of the tenancy agreement.

**C22/09/02/20**  
**ANY OTHER URGENT BUSINESS**

**1. Staffing Minutes held on Monday 5<sup>th</sup> September 2022**

See Staff Minute Book.

**2. Staffing Matter**

See Staff Minute Book.

***There being no further business the meeting closed at 10:00 pm***