

**Port St Mary Commissioners
Ordinary Board Meeting
Open Public Session
8th March 2017 at 7.30pm**

Present:	Mrs B Williams, Dr M Haywood, A Phair, A Merchant, C Kinley, R Hirst, A Grace, R Ashcroft, A Hamilton (Clerk)	
Apologies:	I Skelly	
1.	Welcome, apologies and declarations	ACTION
	The Chairman welcomed the members present, noted Mr Skelly's apology for absence and that there were no declarations of interest received.	
2.	Minutes for Adoption	
2.1	<p><u>Consideration of the minutes of the meeting of 22nd February 2017</u> The minutes of the ordinary meeting held on 22nd February 2017 were considered. The following amendments were requested:</p> <p>Mr Phair asked for the reference to him with regards to the recordings be removed.</p> <p>Dr Haywood asked for the action point for the Clerk at the end of item 5.2 be highlighted in bold text.</p> <p>It was resolved that the minutes, subject to the above amendments, be confirmed and signed as a true record. Proposed by Mr Kinley. Seconded by Dr Haywood. All were in agreement.</p>	
3.	Matters Arising	
3.1	<p><u>Action points arising from the minute of 22nd February 2017</u> PSM16/223 <u>Town Hall Booking Fees</u> PSM16/222 <u>West Room</u> PSM16/224 <u>Quote for 40 chairs for West Room</u></p> <p>PSM16/215 <u>Karran Quirk footpath sign</u> The sign was still to be fitted.</p> <p>PSM16/200 <u>Vans</u> The Clerk confirmed that the third vehicle had been repaired. The invoice was in the list of invoices to be paid on this meeting's agenda.</p> <p>PSM 16/217 <u>Rifle Club - Lease</u> The Clerk explained that since the last meeting he had found a couple of draft leases relating to the rifle club and snooker room both dated March 2012. There did not appear to be a current lease. The Clerk at that time had confirmed that there was a lease in place. The Clerk asked the Board Members to consider the draft leases circulated at the meeting and come back to him with comments.</p>	<p>Ongoing Ongoing Ongoing</p> <p>Ongoing</p> <p>On the agenda</p> <p>All</p>

	<p>PSM16/182 <u>Refuse Recycling and Disposal</u> Mr Phair asked the Clerk to report the figures they had discussed to the next meeting.</p> <p>PSM16/225 <u>Bicycle Stand</u> The Clerk had replied to Mrs Patel. The stand was currently being painted. As it was quite large the Clerk explained that this would determine where it could be located. The Board agreed that outside the front of Manxonia House was an ideal location, but until the renovation works were complete an alternative location would be necessary. The Clerk would look at a temporary site with Tom on his return.</p> <p>PSM16/234 <u>Dog Byelaws</u> The Clerk has purchased one camera for a trial and Tom will put it in place on his return.</p> <p>Dr Haywood asked the Clerk if the results of the consultation were available. The Clerk explained that the consultation period closed on Monday evening, would 48 responses had been received. He would collate the results and report to the next meeting.</p> <p>PSM16/178 <u>Bin Wagon – Contract</u> The Clerk had not received a reply to his letter requesting a meeting regarding the signing of the contract. He agreed to follow it up.</p> <p><u>Invoices for payment</u> Line 28 – Mr Phair had queried that if the fuel was for the bin wagon that it should be posted under refuse expenses not sundry fuel costs. The Clerk explained that this would deviate from previous practice and should be considered by the proposed new budget sub-committee.</p> <p>PSM16/241 <u>Letter from Hon. Juan Watterson SHK re Rushen Parish Church War Memorial</u> The Clerk had sent a further email to Juan Watterson MHK to remind him that he had previously asked for further information, but had still not received a reply.</p> <p>PSM16/239 <u>Planting of an elm tree</u> Mr Grace stated the edge of the golf course was a preferable site to the Millennium Garden in his opinion as the tree would crowd the garden. The Clerk explained that plans were already in place for it to be planted in the garden very soon. As this had been previously agreed by the Board it was decided that this should still go ahead.</p> <p>PSM16/258 <u>Beach Clean Saturday 4th March -Keep Britain Tidy</u> Dr Haywood reported that she was disappointed with the turn out. 8 volunteers offered their services, 3 of whom were under 12. She</p>	<p>Clerk</p> <p>Clerk</p> <p>Ongoing</p> <p>Clerk</p> <p>Clerk</p> <p>New Budget Sub Cttee – ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Clerk</p>
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	<p>asked the Clerk to return the unused litter pickers that had been purchased. The Clerk would check if this was possible.</p> <p><u>PSM16/238 Motion from Mr Phair – Budget information</u> The Clerk reported that a summary had been posted on to webpage, but he would have to review this in light of Mr Phair’s amendment to the last minutes.</p> <p><u>Email received from a ratepayer regarding the lane to the rear of Bayview Road.</u> The Clerk reported that there had been no progress with the building works. Mr Ashcroft explained that the fencing was obstructing the lane and only pedestrians could pass.The Clerk agreed to follow this up.</p> <p>PSM16/122 Standing Orders The Clerk had corrected the typos. Mr Kinley would let the Clerk know of any other amendments required. On completion the Clerk would circulate a revised copy to Board members.</p> <p>PSM16/148 Wall opposite old Police Station The Clerk confirmed that the Department of Infrastructure were still in the process of repairing this wall.</p> <p>PSM16/249 Bay View Road – undulations in the road Dr Haywood reported that at a recent surgery she held with Mr Phair several residents has raised concerns about the condition of the road and an increase in vibrations from the traffic. Mr Hirst recalled seeing the DoI surveying the road at the start of the year. It was also noted that a further footpath had been closed. The Clerk had not received a copy of any report and there had been notification regarding the closure of the footpath and agreed to follow this up.</p> <p>PSM16/181 Phurt le Moirrey Facebook Page The Clerk had spoken to Graham Shaw about taking over the administration of the Facebook page. The Clerk explained that it was in hand, but Margaret was currently on holiday.</p> <p>PSM16/259 Arts Council funding The Clerk had submitted an application and would report back to the Board when a response is received.</p> <p>PSM16/133 Town Hall: Quarterly booking numbers The Clerk had given some consideration to staffing arrangements and two job descriptions drafted on a previous occasion were included in the board pack for the Board to consider. This is an item on this meeting’s agenda.</p> <p>PSM16/167 Public Enquiry – 24th March The Clerk sought approval from the Board to explore the possibility of using Nigel Crowe as an expert witness.</p>	<p>Ongoing</p> <p>Clerk</p> <p>Ongoing</p> <p>Ongoing</p> <p>Clerk</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>
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3.1.1	<p>PSM16/261 <u>Douglas Borough re Shared Services Membership of Henry Bloom Noble Library</u> The Clerk reported that 29 Port St Mary residents were currently members. It was agreed not to join the annual shared service scheme.</p> <p>PSM16/242 <u>Freedom of Information Act Training – Thursday 23rd March</u> The Clerk confirmed that himself, Margaret and Darleen were to attend this training session.</p> <p>PSM16/260 <u>Budget Sub Committee Terms of Reference</u> The Clerk presented the amended draft in line with the above proposals and comments. As the Board Members had not had chance to consider it before the meeting Mr Phair suggested the discussion be deferred until the next meeting. Mr Ashcroft suggested that a heading concerning the responsibilities of the sub-committee be added. Board members were asked to forward their comments to the Clerk before the next Board Pack was issued.</p>	Ongoing All
4	Motions	
	There were no motions for the Board to consider.	
5.	Finance	
5.1	<p><u>List of invoices paid in February</u> Mr Phair had queried Line 13 regarding the purchase of a ladder at the last meeting. The Clerk confirmed that the 8.6m ladder had been purchased so that the spotlights in the Town Hall could be adjusted which was on a regular basis.</p> <p>The payment of Line 13 was proposed by Mr Grace. Seconded by Mr Kinley. All were in agreement.</p>	
5.2	<p><u>List of Invoices for approval</u> The Clerk presented the list of invoices for payment.</p> <p>Dr Haywood queried whether line 15 should be a housing not a rate borne expense.</p> <p>She also queried Line 1 regarding the installation of a satellite dish. The Clerk confirmed that this was included in the rent agreement for the property.</p> <p>Mr Hirst queried Line 13 regarding the cost of the repairs to the flatbed truck. The Clerk explained that this had been previously approved by the Board.</p> <p>Mr Grace proposed that the invoices be paid. Seconded by Mr Merchant. All were in agreement</p>	

6.	Special Projects	
6.1	PSM16/133 <u>Job description – Hall Caretaker & Events Coordinator</u> The Clerk presented two job descriptions that had been drafted previously for the Board members to consider. Mr Phair asked the Clerk if he could have access to the booking calendar to examine the usage in more depth. Mr Merchant stated that he had a possible solution and asked if the item could be moved into the private meeting to be able to discuss this further.	Mr Phair
7.	Public Correspondence	
7.1	PSM16/265 <u>Letter requesting permission to site seats – enclosed</u> The Board members asked the Clerk to reply in the usual way outlining the seat policy.	
7.2	PSM16/231 <u>Letter from Southern Recycling Centre re operating hours</u> The Board members were surprised that a decision had been made for the site to be closed on bank holidays. Mr Grace explained that they had to accommodate the increase in waste charges being imposed on them and would welcome feedback. Mr Merchant felt it was a backward step and not in the public interest. He proposed that the Clerk send a reply outlining the above concerns. Seconded by Mr Hirst. All were in agreement.	Clerk
7.2.1	PSM16/231 <u>Land to rear of Southern Amenity Site – site visit</u> Dr Haywood referred back to the recent site visit where they had found that frogs were present, as they are a listed species she asked that the disposing of compost be stopped until an environmental impact study had been carried out. The Clerk was waiting for a reply from the Minister for the DoI, seeking clarification and would bring the reply to the Board. Mr Phair proposed that the disposing of compost on the land should stop until the Board had received confirmation of the situation. Seconded by Mr Merchant. All were in agreement.	Clerk
7.3	PSM16/228 <u>Housing Deficiency Estimate</u> The Board members noted the estimate.	
7.4	<u>Valuation List – 1st supplemental list 2017</u> The Board members noted the valuation list.	
8.	Consultations	
8.1	<u>Update on the Area Plan for the East</u>	

	<p>The Clerk explained that they had been given the opportunity to comment on the plan. He asked Board members to provide any comments and he will send an acknowledgement.</p> <p>Mr Merchant proposed that the Clerk, in his acknowledgement, also ask for the Southern Plan to be revisited. Seconded by Mr Grace. All were in agreement.</p>	All/Clerk
9.	Planning Matters	
9.1	<u>Planning Applications</u>	
9.1.1	<p>PA17/00190/B Mr D Best. Detached outbuilding, 1 High Street, Port St Mary. Conversion of outbuilding to provide residential and tourist living accommodation.</p> <p>The Clerk made the Board aware that the outbuilding shared a wall with a Commissioner's property. Mr Grace was concerned that the ridge height proposed was a lot higher than the existing. The size of the garage was also queried, as if it wasn't big enough it could mean an increase in on road parking.</p>	
9.1.2	PA17/00167/B Mr Cochrane and Ms Hamilton Lacey. Merrion House, The Promenade, Port St Mary. Replacement of existing upvc sash windows with upvc casement windows.	
9.1.3	PA17/00181/B Mrs G Stephens. 3 Creggan Lea, Port St Mary. Installation of flue outlet from log burner.	
	The Board noted the above planning applications and the Clerk was asked to forward their concerns regarding 9.1.1 to the Planning Department.	Clerk
9.2	<u>Planning Approvals</u>	
9.2.1	PA17/00045/B Mr and Mrs Stanton. 11 Perwick Road, Port St Mary. Alterations in external finishes of property to smooth render and partly cladding in stone, as well as installation of balustrade and bifold doors.	
9.2.2	<p>PA16/01387/B Estate Shared Services. Island Seafare, The Quay, Port St Mary. Partial demolition of lean to extension, increase level and replacement of existing roof and creation of double doors.</p> <p>The Board noted the above planning approvals.</p>	
	<u>Planning Amendments</u>	
9.3	PA16/01383/B Mr D Best, Colwood, Beach Road, Port St Mary. The Board had no objections to the original on 11/01/17. Amended plans for an erection of a single storey extension to replace existing garage.	
9.3.1	The Board noted the above planning amendment.	

9.4 9.4.1	<p><u>Building Control and Planning</u> Haven Homes Ltd. Gas Works, Port St Mary. Demolition of 13 structures as per drawing 1274-140.</p> <p>The Board noted the above works.</p>	
10.	Policy and Resources	
	There were no items for the Board to consider.	
11.	Invitations	
	There were no invitations for the Board to consider.	
13.	Any other business of an urgent nature	
13.1	<p><u>Next meeting date</u> The Clerk asked the Chairman for permission to put the next meeting back a week to 29th March as he was on annual leave for a week. This was proposed by Mr Grace. Seconded by Mr Kinley. All were in agreement.</p>	
13.2	<p>PSM16/127 Skate Park Mr Hirst asked for the skate park to be put back on the agenda as it hadn't been discussed for some time. Mr Ashcroft explained that he had met with Jimmy Cubbon of Castletown and would be attending a meeting towards the end of March to develop a cohesive approach. He would report back to the Board.</p>	Mr Ashcroft
13.3	<p>PSM16/266 Parking on the Larghan A resident had expressed concern to Dr Haywood regarding emergency vehicle access. Had Mr Merchant had noticed a fence had been damaged recently, possibly by a vehicle. He suggested that one solution may be to make the road one way from Gellings Avenue. The Clerk agreed to have a look at the situation.</p>	Clerk
13.4	<p>PSM16/267 Performing Rights Licence for Town Hall Dr Haywood asked the Clerk if any progress had been made with this. The Clerk agreed to chase this up.</p>	Clerk
The public session ended at 8.45pm		

B Williams - Chairman
8/3/17