

**Port St Mary Commissioners
Ordinary Board Meeting
Open Public Session
11th January 2017 at 7.30pm**

Present:	R Ashcroft, Dr M Haywood, A Phair, A Merchant, C Kinley, R Hirst, A Grace, I Skelly, A Hamilton (Clerk)
Apologies:	Mrs B Williams
1.	Welcome, apologies and declarations
	The Vice Chairman, Mr Ashcroft, welcomed the members present, noted the apology for absence from Mrs Williams 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 14th December 2016</u></p> <p>The minutes of the ordinary meeting held on 14th December 2016 were considered.</p> <p>It was resolved that the minutes be confirmed and signed as a true record.</p> <p>Proposed by Mr Kinley Seconded by Mr Grace All were in agreement.</p>
3.	Matters Arising
3.1	<p><u>Matters arising from the minute of 14th December 2016</u></p> <p><u>Item 2.1</u> The Clerk had made arrangements for the correct minutes to be uploaded to the webpage.</p> <p><u>Item 3</u></p> <p>Arrangements to carry outstanding items over to the next meeting were now in place.</p> <p>PSM/16 202 The Catwalk was on this meeting's agenda.</p> <p>PSM16/159 <u>Vehicle Maintenance</u> The Clerk confirmed that daily checks had commenced the previous Monday and he explained that they intended to keep the daily checks on file for</p>

<p>one month. Mr Grace was concerned that a paper trail should be kept for longer. From his experience Mr Hirst understood that daily checks should be kept for at least 5 years. Mr Grace suggested that the Clerk contact Ellerslie who maintain the DoI vehicles. The Clerk agreed to keep the records indefinitely.</p>	
<p>PSM16/158 <u>Mariners Shelter</u> Mr Skelly explained that Mr Norman was going to make arrangements for a government contact to provide access to the sub station.</p>	Mr Skelly
<p>PSM16/213 <u>Garden of Remembrance</u> Mr Skelly explained that he had been in contact with Barry Bridson who is very knowledgeable about the First and Second World Wars and he said that he would come back with a list of names.</p>	Mr Skelly
<p>PSM16/215 <u>Karran Quirk footpath sign</u> The Clerk had ordered a replacement sign.</p>	Clerk
<p><u>Item 4.2 Report from Budget and Business Planning Sub Group</u> The Budget Committee had met and a report was on this meetings agenda.</p>	
<p>PSM16/221 <u>Marashen Cresnet</u> The Clerk confirmed that the revised charging structure had been agreed with the Marashen Board and the auditors and that the first recharge for housing had been made. It has been agreed with Marashen Board for the charges to commence from 1st April.</p>	
<p>PSM16/222 <u>West Room</u> The Budget Committee had not yet considered the potential user options for the room and a costing for it to be used for a nursery.</p>	Clerk
<p>PSM16/200 <u>Vans</u> The Clerk confirmed that two of the vehicles had been repaired. The third vehicle, the pick up, will be repaired once the garage had all the replacement parts ready.</p>	Clerk
<p>PSM16/223 <u>Town Hall Booking Fees</u> The Budget Committee would consider this once the budget had been agreed.</p>	Clerk
<p><u>PSM 16/217 Rifle Club</u> Dr Haywood explained that the rifle</p>	

<p>club maintenance was still to be considered by the Budget Committee. The Clerk confirmed that the insulation had been installed and the new fire door and smash glass had been ordered. Dr Haywood mentioned that on installing the insulation a worker had put their foot through the ceiling and they had placed it on top of the boards meant for walking on. She said that the rifle club members were going to repair the ceiling and the maintenance still to be discussed included the electrics and heating as these were both of a poor standard. Mr Hirst was concerned that the Board should comply with their duty of care. Dr Haywood asked the Clerk if there was a fire certificate for the premises. The Clerk agreed to check the lease on the premises to confirm the Boards responsibilities. Dr Haywood would check if there were smoke and fire alarms on the premises.</p>	<p>Clerk</p> <p>Clerk</p> <p>Dr Haywood</p>
<p>PSM16/182 <u>Refuse Recycling and Disposal</u> The Clerk had not received a reply identifying the 7 out of 22 authorities. He confirmed that the press release had been issued before Christmas. Dr Haywood asked if the consultation paper had been updated. The Clerk asked the Board for ideas on how it should be improved. Mr Phair requested that the vote on the circulated draft press release be ratified at this meeting. 6 Members voted in favour – Mrs Williams, Mr Ashcroft, Mr Kinley, Mr Merchant, Mr Hirst and Mr Grace. No-one voted against.</p>	<p>Clerk</p> <p>All</p>
<p>Dr Haywood would report back on her meeting with the local business association at the next meeting.</p>	<p>Dr Haywood</p>
<p>It was agreed that Mr Phair and the Clerk would look into the recycling figures after the budget setting in January.</p>	<p>Clerk/ Mr Phair</p>
<p>PSM16/224 <u>Quote for 40 chairs for West Room</u> The decision on this had been deferred until the end of January after the budget setting.</p>	<p>All</p>
<p><u>Item 6.1</u> The Clerk had received an email from the Dol saying that they were against any of their staff names appearing in a public document. This was in response to a member of their</p>	

	<p>staff's name appearing in the last meetings board pack relating to traffic surveys.</p> <p>PSM16/236 <u>Item 6.2 Mannin Angling Club</u> The Clerk had since met with Tony Palmer and had passed on the Boards feedback. He was grateful for the comments and would press on.</p> <p>PSM16/225 <u>Item 6.6 Bicycle stand</u> The Clerk confirmed that he had replied to Mrs Patel. He was still to look at potential sites.</p> <p><u>Item 9</u></p> <p>PSM16/226 <u>Town Hall lift</u> This was on the agenda for this meeting.</p> <p>PSM16/152 <u>Celebration of Christmas donations</u> The Clerk confirmed that he had done the calculations and it was within the limits permitted.</p> <p>PSM16/227 <u>Joint Initiative with Port Erin Commissioners</u> The Clerk had sent a further letter agreed with Mrs Williams.</p>	Clerk
3.2	<p><u>Outstanding items from previous meeting</u></p> <p>There were no outstanding items to consider.</p>	
4	<p>Matters requiring urgent consideration</p>	
4.1	<p><u>Letter from Mrs Williams</u></p> <p>Mr Ashcroft tabled a letter addressed to the Board members from Mrs Williams regarding the amount of work being asked of the office staff. Mr Hirst stated that he had received no induction since being elected in. Mr Ashcroft felt this was valid and asked if he was intending to go to the forthcoming training course on the scope and role of commissioners that was being offered.</p> <p>Mr Kinley proposed that if the meeting is to be tabled, the content of the letter be rephrased as a motion for the next meeting's agenda.</p> <p>Seconded by Dr Haywood.</p> <p>All were in agreement.</p>	Mrs Williams

	<p>Mr Kinley felt that this was covered within the existing standing orders. Mr Phair clarified the motion saying that it was not only about the urgency of correspondence, it was also about whether correspondence coming in to the office for the attention of the Board should come to the Board as a matter of course. Mr Skelly agreed. Others felt that a line needed to be drawn somewhere. Mr Kinley and Mr Grace both understood that it was the Chairman's responsibility to set the meeting's agenda in agreement with the Clerk and presumed the same applied to correspondence. Mr Phair quoted a recent example regarding a training event. The Clerk acknowledged that there had been a misunderstanding regarding the training event being referred to between the office and the Board's Municipal Associations representatives. The Clerk stated that he had to manage the size of the Boards agenda with the Chairman and the he felt that "all correspondence" would not workable.</p> <p>Dr Haywood proposed that the word "all" be removed from the motion. Mr Kinley seconded. All were in agreement.</p> <p>Mr Phair proposed the amended motion. Mr Kinley seconded. All were in agreement.</p>	
5.2	<p>PSM16/233 Motion from Mr Phair "That the Board be provided with monthly financial accounts."</p> <p>Mr Grace felt that this would be meaningless and would add to the workload. The Clerk stated that two of the 3 months of reporting would be inaccurate and would have an impact on workload and staff roles and responsibilities. He therefore requested that this be moved in to the private meeting.</p> <p>Mr Merchant proposed that the motion should continue to be discussed in private as the information was sensitive and it would allow the issues to be explored thoroughly. Seconded by Mr Grace. Mr Grace, Mr Merchant, Mr Hirst and Mr Phair in agreement. Mr Kinley, Dr Haywood, Mr Phair and Mr Skelly were against. The Chairman cast his deciding vote in favour of it being heard</p>	<p>Carry forward to next Agenda</p> <p>Clerk</p>

	in private.	
6.	Finance	
6.1	<p><u>List of invoices for payment- enclosed</u></p> <p>The Clerk presented the list of invoices for payment. He highlighted an error in the figures quoted regarding Repairs/Maintenance Allowance. The expenditure to date should read £86,573 and the allowance remaining should be £47, 696.</p> <p>Dr Haywood asked whether Line 23 the roadside collection leaflets should be under Waste Collection charges not office stationary. It referred to the calendar for waste collection to be circulated in the Courier in the next week or so.</p> <p>Mr Kinley proposed that all the invoices be paid. Seconded by Mr Grace. All were in agreement.</p>	
6.2	<p><u>PSM16/198 Southern CA Site Parish Contributions – letter attached</u></p> <p>The Clerk presented a letter from the Southern Recycling Centre stating that the government have changed the basis for charging for waste taken to the Energy to Waste Plant and resulting in a small additional contribution in the current year. . The second point confirmed the Parish Contributions for 2017-18. Mr Grace confirmed that the authority would be no worse off.</p>	
7.	Special Projects	
7.1	<p><u>PSM16/234 Dog Bylaws – requirement to renew the bylaw</u></p> <p>The Clerk explained that this had been diarised from the September meeting as the current bylaw expires on 30th April 2017. He asked the Board how they would like to proceed. Mr Kinley suggested that the minimum amendments required would be to amend 6.2 (a) to say “any bin” and for the areas to be reviewed. Mr Ashcroft asked whether it was possible to make it mandatory that the public provide their name and address if they have contravened the bylaw. Mr Kinley suggested that they ask the DoI for advice. Mr Grace suggested including money in the budget for a dog warden. Mr Skelly had received a couple of offers from the public to act as voluntary dog wardens, Mr Merchant was concerned about the</p>	Clerk

	<p>Board's liability for their safety. Mr Ashcroft would welcome a prosecution. Mr Phair suggested using cameras in targeted areas, he was aware that Castletown were doing something along these lines and felt it would be worthwhile contacting them. Mr Phair also mentioned previous comments from residents regarding amending access times for the beach. The Clerk was aware this issue could be resource intensive and a middle ground was sought. Dr Haywood felt that any change should be evidence based and suggested adding this issue to the recycling consultation exercise and offered to assist the Clerk with this. Mr Grace agreed provided the subjects did not get blurred. He also suggested adding the changes to the access to the Catwalk to any consultation exercise He had heard that the DoI were proposing a cycle way to run from The Shore via the Catwalk.</p>	<p>Mr Phair</p> <p>Dr Haywood/ Clerk</p>
7.1.1	<p><u>Email from ratepayer</u> The issue raised in the email regarding dog access to Chapel Beach had been covered in the previous item (6.1).</p>	
8.	<p>Public Correspondence</p>	
7.1	<p><u>Email from Concerned Resident re obstruction on highway</u> Mr Skelly had received an email regarding wheelie bins in the village obstructing the highway. The Clerk presented a copy of the letter he had sent following the last time this had been considered by the Board and had received no response. The handwritten notes on the letter identified the 4 properties where bins were being left out. The Clerk was not aware of any rules to prevent this. Mr Merchant felt there was no easy solution. Dr Haywood asked if the design of the properties concerned made it difficult. Mr Kinley suggested that the bins may not be suitable for certain properties and the fall back position of the use of bin bags as used in the High Street may be suggested. The Board agreed to monitor the situation.</p>	<p>All</p>
8.2	<p><u>PSM16/226 Email from Pollacks Lifts re Town Hall lift</u> The Clerk presented a quote from the manufacturer. Mr Grace was disappointed that the manufacturer was saying that the lift was not marine grade as these questions had been asked at the time of installation. The Clerk stated that they now had the opportunity to upgrade it and Pollacks would also investigate why the lift isn't level when in operation. Mr Hirst suggested</p>	

	that the engineer from Pollacks should be invited to visit and carry out a full report in the first instance. Mr Phair was concerned about the financial implications. The Clerk asked if this discussion could continue in private after the Q3 accounts had been considered. This was agreed by the Board.	Clerk
8.3	<u>PSM16/202 Email from DoI re Catwalk</u> The Clerk had received a reply from the DoI, attached. They haven't provided a copy of the report, they have just responded to the points asked. Mr Grace commented that the steps referred to had never been for beach access they are for boat landings. He was also concerned that the response was that the slabs movement was in line with the design. The email also stated that a work instruction had been issued for the railings to be repainted.	
8.4	<u>Email from Project Manager, Cabinet Office</u> The Clerk presented the email regarding a consultation on an update to the current Code of Practice on Consultations. There was a link for the Board members information.	
9.	Consultations	
	There were no consultations to consider.	
10.	Planning Matters	
10.1	<u>Planning Applications</u>	
10.1.1	PA16/01390/B Miss L Hook. Thie Foillan, Shore Road, Port St Mary. Installation of a replacement window and garage door to front elevation.	
10.1.2	PA16/01387B 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.	
10.1.3	PA16/01383/B Mr D Best, Colwood, Beach Road, Port St Mary. Installation of a flat roof dormer to the rear elevation and pitched roof dormer to front elevation.	
10.1.4	PA16/01362/B Mr and Mrs Woodhall. The Penthouse, St Mary's Bay Apartments, The Promenade, Port St Mary. Replacement of fourth floor window with doors and Juliet	

	balcony, and replacement of fifth floor central window, both to front elevation.	
10.1.5	PA16/01360/B Mr and Mrs C Worsfold. Cliftonville Cottage, Fistard, Port St Mary. Erection of detached garage. The above planning applications were welcomed.	
10.2	<u>Planning Approvals</u>	
10.2.1	PA16/01179/B Paul Helps. White House Bungalow, Fistard, Port St Mary. Roofing works and erection of first floor extension. Approved.	
10.2.2	PA16/01214/C Mrs Pamela Kelly. 5 Kallow Point Road, Port St Mary. Creation of dog treatment facility within an existing shed and part of the house (retrospective). Approved. The above planning approvals were noted.	
11.	Policy and Resources	
	<u>PSM16/237 Business signage boards</u> Mr Phair had been asked by a member of the public for an update as this had been discussed at board meetings before the election. The Board had considered the use of boards and Dr Haywood recalled that they had been found to be too expensive for something that would become out of date very quickly.	
12.	Invitations	
	There were no invitations to consider.	
13.	Any other business	
13.1	<u>PSM16/235 Arrange date for next Event Committee to discuss Monas Queen III event.</u> The Clerk explained that it would fall on a bank holiday this year. Invitations needed to be sent out and a budget needed to be agreed. The Clerk would circulate a couple of dates to Board members and invited those with interest to reply.	Clerk
The public session ended at 9.05pm		