

**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 6 FEBRUARY 2013**

(70/12)

Minutes of the Ordinary Board meeting of Port St Mary Commissioners Open Session held in the Boardroom of Port St Mary Town Hall on Wednesday 6 February 2013 at 7.30 p.m.

Present: Mdms B McCabe (Chairman), R Sinfield & H Kinvig
Messrs C Kinley (Vice Chairman), A Merchant, R Cooil, R Ashcroft, M O'Meara & A Grace

Apologies: None

In Attendance: Mr E Convery (Interim Clerk) & Mrs D Greenwood (taking minutes)

A quorum being present the Chairman declared the meeting open.

Declaration of Interests	Mr R Cooil declared an interest in PA13/00072/B	
Minutes of Public Ordinary Meeting 23 January 2013	RESOLVED: that the minutes of the Public meeting held on 23 January 2013 be approved and signed as a correct record. (Prop RS, S-HK)	
Matters Arising		
Joint Initiatives	Email 6.2.2013 from the Clerk of Port Erin Commissioners with a proposed date for a meeting was circulated. Mrs Sinfield proposed the meeting is deferred until a new Clerk is in place. A vote was taken with RS, RC, AG & BMcC (plus chairman's casting vote) For, HK, RA, MOM & AM Against. CK abstained. RESOLVED: that the joint Board meeting with Port Erin Commissioners is postponed until Port St Mary Commissioners has appointed a new Clerk. (Prop RS, S-RC)	Action Interim Clerk
Deferred Items – None		
Planning Matters		
Planning Applications		
PA13/00072/B	Mr F K Smith for the removal of chimney stack at Ballan Field, Station Road, Port St Mary. There were no objections to PA13/00072/B.	Action Housing Officer
Planning Approvals		
PA12/01654/B	On 17 January 2013 by a Senior Planning Officer to Miss L Hook for the installation of replacement windows to bay window at Thie Foillan, Shore Road, Underway, Port St Mary. No none standard conditions to note. NOTED.	
PA12/01667/B	On 25 January 2013 by a Senior Planning Officer to Mrs S Rathbone-Scott for the installation of replacement windows to front and rear elevation and replacement front door at 18 High Street, Port St Mary. No none standard conditions to note. NOTED.	
PA12/01667/B	On 25 January 2013 by a Senior Planning Officer to Mr P R Helps for the alterations and extension to dwelling at White House Bungalow, Fistard, Port St Mary. No none standard conditions to note. NOTED.	
Planning Refusals – None		
Planning Appeals		
PA12/01568/CON	Mr J Morris, appeal against refusal for Registered Building consent for alterations and creation of a first floor conservatory (In	

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	association with 12/01567/GB) Registered Building Nos. 203, The Old Sail Loft, Shore Road, Underway, Port St Mary. NOTED.	
Planning Correspondence – None		
Other Planning Matters – None		
Finance		
Finance Officer's Report	<i>N/A 2nd meeting of the month</i>	
Summary of GRA Expenditure	<i>N/A 2nd meeting of the month</i>	
Policy & Resources – None		
Establishment – None		
Public Housing Matters – None		
Public Correspondence		
New Legislative Website	Email from Manager, Legislation and Policy Unit, DoI with link details of the site was circulated and NOTED.	
Celebration of Christmas 2013	Email 18.1.2013 from the Secretary of Rushen Silver Band confirming availability for the 2013 service was circulated and NOTED.	
Donation	Letter 17.1.2013 from Treasurer of the Parkinson's Disease Society regarding the donation from Mycheilley choir in respect of the Celebration of Christmas 2012 was circulated and NOTED.	
RTLCL	Circular No: 380 was circulated and NOTED.	
Doorstep Sellers	Letter 16.1.2013 from Advice Centre Manager, IoM Office of Fair Trading regarding an awareness campaign on how to deal with Doorstep Sellers was circulated and NOTED.	
Change in Policing	Letter 16.1.2013 from Chief Constable informing of the change in senior personnel was circulated. It was AGREED to invite the Chief Constable and new Inspector to meet with the Board at a mutually convenient date prior to the start of a Board meeting.	Action Housing Officer
Rates	Email 29.1.2013 from a resident querying how the deficit of £181,423 is to be addressed was circulated. Mr Convery offered to meet with the resident to discuss Port St Mary Commissioners' audited accounts.	Action Interim Clerk
Guidance on Infection Control in the Workplace	Email 30.1.2013 from Office of Human Resources with links for the guidance produced through the Department of Health was circulated and NOTED.	
Draft Order Links Avenue	Email 24.1.2013 from DoI Highways, Draft Order regarding Disabled Persons' Vehicles (Port St Mary) (Parking Places) (Amendment) Order 2013 at the rear of 1 & 3 Links Avenue, Copy letter 31.1.2013 from resident objecting to the order and copy letter response from MHK were circulated and NOTED.	
Port St Mary Walking Trail	Email 30.1.2013 from Manx Activity Trails informing of success of Christmas Trail and requesting to conduct further trails in 2013 was circulated. RESOLVED: that permission is granted to Manx Activity Trails to erect trail clues around Port St Mary during Easter and TT fortnight. (Prop HK, S-MOM)	Action Housing Officer
Parking Review	Email 28.1.2013 from resident regarding the proposed parking review and email 30.1.2013 response from DoI Technician was circulated. Copy letter 31.1.2013 from an additional resident was	

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	also circulated. It was NOTED the response from DoI adequately addressed the residents concerns.	
Pothole on Clifton Road	Copy letter 30.1.2013 from resident to Highways Division, DoI, informing of the pothole was circulated and NOTED.	
Building Control Act 1991	Copy letter 4.2.2013 from Environmental Health officer to resident regarding unsafe cast iron gutter at 4 High Street, Port St Mary was circulated and NOTED.	
Special Projects – None		
Representative’s Reports – None		
Topics for Discussion submitted by Members – None		
Notices of Motions submitted by Members – None		
Chairman’s Business		
Civic Functions, Invitations Etc	List was circulated and accepted.	
Chairman’s Report	<i>None</i>	
Any Other Business - None		
Date of Next Board Meeting	Wednesday 20 February 2013 at 7.30 p.m.	

There being no further business the Public Session of the meeting closed at 8.10 p.m.



Chairman



IN PRIVATE SESSION

17. Minutes for Adoption

- 17.1 Minutes of Events Committee Meeting 18 December 2012
- 17.2 Notes of Private Extraordinary Meeting held with the Minister of Social Care 19 December 2012
- 17.3 Minutes of Private Extraordinary Board Meeting 19 December 2012
- 17.4 Minutes of Private Board Meeting 23 January 2013

18. Matters Arising

- 18.1 P80, Port St Mary Big Day
- 18.2 P76, Westroom
- 18.3 P76, New Pointing System
- 18.4 P65, Future Management of Social Housing
- 18.5 P79, Isle of Man Bank Loans
- 18.6 P82, Use of Westroom

19. Deferred Items

- 19.2 Pavilion Restaurant Lease

20. Finance Matters

- 20.1 Execution of staff related/housing tenant items for cheque payments - *not applicable, 2nd meeting of month*
- 20.2 Summary of GRA expenditure by payee period ending – *not applicable, 2nd meeting of month*
- 20.3 Report on manual staff basic pay by cost centre for period ending – *not applicable, 2nd meeting of month*

21. Private Planning Matters - None

22. Housing Maintenance – None

23. Housing Vacancies – None

24. Housing Waiting List Applications

- 24.1 Current Housing Waiting List – *For information*
- 24.2 Housing Waiting List Application

25. Housing Rent Arrears

- 25.1 Arrears list as at 28.1.2013

26. Housing Transfers – None

27. Garages – None

28. Housing Correspondence

- 28.1 Letter from tenant re Boiler
- 28.2 Letter from Housing Waiting List Applicant

29. Special Projects - *None*

30. Private Correspondence

- 30.1 Letter re management of Boat Park.
- 30.2 Email re Manx Language Proposal.

31. Policy & Resources

- 31.1 Copy letter re EFW facility.
- 31.2 Consideration required on obtaining credit card for the office.
- 31.3 Office IT support
- 31.4 Housing & Landscaping.

32. Establishment – *not applicable 2nd meeting of month*

- 32.1 DLO List – *not applicable 2nd meeting of month*

33. Staffing

- 33.1 Interim Clerk appointment – Chairman.
- 33.2 Applications for role of Clerk – Chairman.
- 33.3 Letter 31.1.2013 from Mr A Merchant.

34. Representative's Confidential Reports – *None*

35. Confidential Topics for Discussion submitted by members - *None*

36. Motions submitted by Members in order of receipt to the Clerk - *None*

37. Any other business of an urgent nature (by permission of the Chairman)