

PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
21st OCTOBER 2020
AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	OPENING OF THE MEETING	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	MINUTES	
2.1	Minutes of the Ordinary Meeting held on the 23 rd September 2020	For Board approval
3.	MATTERS ARISING	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
3.2	Ratification of e-mail votes regarding street light repairs	Board to agree votes
4.	MOTIONS – None	
5.	FINANCE	
5.1	Invoices for payment in October 2020	For Board approval
6.	PROJECTS	
6.1	Manxonia House	For noting
6.2	Remembrance Garden	For noting

6.3	Skate Park	For noting
6.4	Public Conveniences	For noting
6.5	Happy Valley	For noting
6.6	Boat Park	For noting
6.7	Jetty Repair	For noting
6.8	Bay Queen Exhibition	For noting
6.9	East Room	For noting
6.10	Celebration of Christmas 2020	For Board discussion
6.11	Town Branding Project	For Board discussion
6.12	Remembrance Service	For Board discussion
7.	HOUSING	
7.1	Housing Report	For noting
7.2	Tenancy Arrears Report	For noting
8.	PUBLIC CORRESPONDENCE & COMMUNICATIONS - None	

8.1	Letter regarding Beach Road	For Board discussion
9.	PLANNING MATTERS	
9.1	Planning Approvals	For noting
10.	POLICY & RESOURCES	
10.1	Manx Utilities Street Lighting Contract 2020/21 – to be circulated prior to the meeting	For Board approval & signature
10.1	2020 - 2021 Meeting Dates	For noting
11.	PUBLIC CONSULTATIONS – None	
12	INVITATIONS - None	
13	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

Item 3.1

**PORT ST MARY COMMISSIONERS
MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

Matters Arising

Dog restriction signage – Improved signage has been installed.

22 Shore Road, Underway – The objection to 22 Shore Road was submitted.

Letter to residents around the Underway regarding dog issues – The letter was issued.

Public Correspondence

Letter to Planning Department re building heights - No further correspondence has been received.

Letter to Planning Department re withdrawal of paper copies – The letter was issued to the Minister & Director for Planning as requested, a response is awaited.

Letter to Highways Department re road resurfacing in the village – The letter was issued and a response is awaited.

Item 3.2

PORT ST MARY COMMISSIONERS
RATIFICATION OF EMAIL VOTES RE STREET LIGHTING

For; MH, NME, LVW, AG, BW & AM

Good morning Hayley

We are due to replace street light PM123 at Howe Road, following the third party damage to the pole.

However, our engineers have attended and decided that the adjoining section of overhead lines and poles requires upgrading urgently. This work will mean that the neighbouring street lights could be upgraded to LED at the same time at a significantly reduced cost. This would be similar to when we upgraded Beach Road during the overhead line works.

There are seven lights in total (including PM123) but one of the lights has previously been upgraded (PM125) Please see attached location plans for confirmation.
The upgrade of this section of overhead is at the cost of MUA, so we would only charge for the street light fittings and parts, all labour and groundworks would be free of charge.

The estimated cost is £250 + VAT per street light. So an total estimated cost of £1500 + VAT.

This quote includes street light PM123.

The upgrade works will be scheduled within the next two weeks, so we would need confirmation as soon as possible.

I hope that all makes sense, if you have any queries please give me a call on 693591.

Kind Regards

Administration Officer
Network Services

PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN OCTOBER 20
Rate Borne Expenses

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1832	22/09/2020	INV-0062	BallaKarran, W J Qualtrough	PSM Beach Cleaning	N	Chapel Beach	5850	225.00	45.00	£ 270.00
1833	23/09/2020	97712	BHW PRINT GROUP LTD	Stamps	N	Stationary and Printing	5050	16.00	3.20	£ 19.20
1834	23/09/2020	97742	BHW PRINT GROUP LTD	Stamps	N	Stationary and Printing	5050	64.00	12.80	£ 76.80
1835	30/09/2020	SINV00311139	Bridson-Horrox	Various Stationery: Paper, post it notes, highlighters, tak	N	Stationary and Printing	5050	80.38	16.08	£ 96.46
1836	08/10/2020	G20C3305	Colas (IOM) Ltd.	Lycra Latex glove, metal toe boots	N	Stores	6020	125.72	25.14	£ 150.86
1837	26/09/2020	1270260920	Cooil Bros Ltd	Stores Milk Sep 2020	N	Stores	6020	7.20	0.00	£ 7.20
1838	06/10/2020	406823	Department of Infrastructure	PSM Foreshore- October 2020	N	Chapel Beach	5850	10.00	2.00	£ 12.00
1839	08/10/2020	23926	Island IT Services Ltd	Microsoft Exchange 25.9-24.10 & Office365 prem 7.9-6.10	N	Computer Expenses	5140	87.00	17.40	£ 104.40
1840	01/10/2020	23969	Island IT Services Ltd	Labour: Checks, Autopay, Access rights & NAS updates	N	Computer Expenses	5140	233.75	46.75	£ 280.50
1841	24/09/2020	23802	Island IT Services Ltd	NAS Hosting (12 months)	N	Computer Expenses	5140	360.00	72.00	£ 432.00
1842	23/09/2020	2115429	J Qualtrough & Co. Ltd.	Aggregate 25kg Green bag sharp sand point	N	Stores	6020	14.52	2.90	£ 17.42
1843	30/09/2020	160324	JDW Engineering	Empty & Service toilets Sep 2020	N	Public Amenities	5400	250.00	50.00	£ 300.00
1844	05/10/2020	1442	JR RILEY LTD	STIHL Grease for gearboxes & Honda air filter	N	Vehicle Expenses	6056	14.74	2.95	£ 17.69
				Subtotal				£ 1,488.31	£ 296.22	£ 1,784.53

PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN OCTOBER 20

Rate Born Expenses (continued)

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1845	05/10/2020	1442	JR RILEY LTD	STIHL 3mm	N	Gardening - Machinery	5267	46.25	9.25	£ 55.50
1846	15/10/2020	220814	Lite Ltd	2 Blue LED minibuilbs Dark Cable 24v	N	Town Hall	5150	100.00	20.00	£ 120.00
1847	08/10/2020	32952	Manx and Glass Glazing	Quay St Toilets- Supply & install one pane of obscure glass	N	Public Conveniences	5400	73.77	14.75	£ 88.52
1848	10/10/2020	7955	MANX CAR SOLUTIONS LTD	Citroen Relay pick up replacement side window	N	Vehicle Expenses	6056	100.00	20.00	£ 120.00
1849	15/09/2020	961161960	Manx Gas Ltd.	TH Gas 16/7 to 15/9	N	Town Hall - Heat and Light	5151	527.06	26.35	£ 553.41
1850	01/10/2020	14249835	Manx Telecom Ltd.	Telephone October 2020	N	Office - Telephone	5160	25.50	5.10	£ 30.60
1851	01/10/2020	14214908	Manx Telecom Ltd.	Telephone Stores- October 2020	N	Stores - Telephone	5160	73.43	14.69	£ 88.12
1852	06/10/2020	SPI4410482	Manx Utilities	Public lighting maintenance- July, Aug & Sep 2020	N	Public Amenities	5900	1,409.40	281.88	£ 1,691.28
1853	30/09/2020	87525	Onchan District Commissioners	Refuse collection PSM 1 July to 30 Sep 2020	N	Refuse	5220	4,062.50	812.50	£ 4,875.00
1854	01/10/2020	13360	ORB Limited	Payroll Admin- Sep 2020	N	Town Hall - Office Expenses	5170	81.50	16.30	£ 97.80
1855	10/09/2020	314609	Sadler Agricultural Supplies Ltd.	16 Inch Garden Roller	N	Gardening - Machinery	5267	89.00	17.80	£ 106.80
1856	14/09/2020	35196	Signrite Ltd	300X200 ACM Doug Fouling Signs	N	Plaques and Flags	5720	72.00	14.40	£ 86.40
1857	29/09/2020	188	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	23.11	4.63	£ 27.74
								£ 6,660.41	£ 1,253.02	£ 7,913.43

**PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN OCTOBER 20**

Rate Born Expenses (continued)

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1858	30/04/2020	27	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	31.84	6.36	£ 38.20
1859	31/05/2020	28	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	172.37	34.45	£ 206.82
1860	30/06/2020	29	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	195.37	39.09	£ 234.46
1861	31/08/2020	31	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	377.22	75.47	£ 452.69
1862	31/07/2020	30	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	409.91	81.97	£ 491.88
1863	29/09/2020	32	Southern Civic Amenity Site Board	Green waste	N	Refuse	5210	481.89	96.36	£ 578.25
1864	01/10/2020	174	Southern Civic Amenity Site Board	Parish Contributions Q3 2020/21	N	Refuse	5240	10,174.00	0.00	£ 10,174.00
1865	30/09/2020	2206	Terry Crook	Garages Cronk Rd- Provide extra support to roof timbers	N	Garages	6080	454.00	90.80	£ 544.80
1866	30/09/2020	2207	Terry Crook	Garages-Board&fibre glass all 3 garage roof & remove cement	N	Garages	6080	3,540.00	708.00	£ 4,248.00
1867	07/09/2020	92309	Unique Fire Protection Limited	Extinguisher serviced and fire blanket inspected	N	Town Hall	5150	58.50	11.70	£ 70.20
1868	23/09/2020	50509	WDS Ltd.	TH cleaning supplies: Bleach, air freshner&washroom cleaner	N	Town Hall - Cleaning	5152	49.50	9.90	£ 59.40
1869	15/10/2020	50509	WDS Ltd.	Stores- Nitrate Gloves	N	Stores	6020	103.60	53.47	£ 157.07
1870	28/09/2020	50803	WDS Ltd.	RYC Various: Towels, Toilet roll, Disinfectant, bin liners	N	SSHJB recharge-Cleaning	6113	209.43	37.79	£ 247.22
1871	18/09/2020	50316	WDS Ltd.	PSM Toilets-Variou: Hand towel, Toilet Rolls, Thickened Bleach	N	Town Hall - Cleaning	5152	299.26	47.86	£ 347.12
				Subtotal				£ 16,048.20	£ 1,207.57	£ 17,255.77

**PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN OCTOBER 20**
Housing Expenses

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost	
1872	14/09/2020	2112373	J Qualtrough & Co. Ltd.	Peak Smooth Paving		Housing	6100	14.26	2.85	£ 17.11	
1873	29/09/2020	136370	SCS	2 St Marys Avenue Carry out EICR	25A	Housing- Recharge to tenant	6112	112.50	22.50	£ 135.00	
1874	31/08/2020	135885	SCS	6 Seafield Avenue Kitchen light fault	6SA	Housing	6100	125.14	25.03	£ 150.17	
1875	31/08/2020	135884	SCS	1 The Paddocks Kitchen light fault	1PAD	Housing	6100	134.63	26.93	£ 161.56	
1876	30/09/2020	1102489727	Trade UK	45m 4 arms Rotary Airer & Diall Xps Foam		Housing	6100	102.50	20.50	£ 123.00	
1877	30/09/2020		Building Maintenance Solutions Ltd	1 Links Avenue- Remove damage floor joints, supply & install new joists, boarding for floor layers.	11A	Housing	6100	2,641.84	132.09	£ 2,773.93	
									£ 3,130.87	£ 229.90	£ 3,360.77
									£ 27,327.79	£ 2,986.71	£ 30,314.50

PORT ST MARY COMMISSIONERS

PROJECTS UPDATE

6.1	<p>Manxonia House</p> <p>Manxonia House has been delisted from the estate agents website and Expressions of Interest are being sought to rent the building.</p>
6.2	<p>Remembrance Garden</p> <p>A quotation is on the private Agenda due to commercial sensitivity.</p>
6.3	<p>Skate Park</p> <p>Permission is sought to remove this item from future Agendas.</p>
6.4	<p>Public Conveniences</p> <p>Gellings Avenue – The item is on the private Agenda due to commercial sensitivity.</p>
6.5	<p>Happy Valley</p> <p>Following a site visit from the structural engineer, props and further Heras fencing have been installed along the structure. The tender process and subsequent petition for borrowing is still proceeding with the contractors being notified that work will be scheduled to commence in April 2021.</p>
6.6	<p>Boat Park</p> <p>The project is on hold.</p>
6.7	<p>Jetty Repair</p> <p>Correspondence between the Department and Harbours has recommenced.</p>
6.8	<p>Bay Queen Exhibition</p> <p>The project is on hold.</p>
6.9	<p>East Room</p> <p>The fire department have attended and notification of the room capacity is awaited. Once boxes have been transferred to the Public Records Office, the DLO will move the safe and progress the project.</p>

6.10	<p>Celebration of Christmas</p> <p>The application process regarding the possibility of funding from the Department of Enterprise is not yet active and further information is awaited.</p>
6.11	<p>Town Branding Project</p> <p>Verbal discussion to be had if required.</p>
6.12	<p>Remembrance Service</p> <p>The Service will take place at 10.50am on the 11th November. The Sea Cadets have requested permission to parade from PSM School to the garden with the year 6 class following, discussions are ongoing with the police to accommodate this. The Board are requested to consider if they would like to have refreshments provided at the Albert after the service.</p>

Item 7.1

**Housing Officer's Report to Port St Mary Commissioners
21st October 2020**

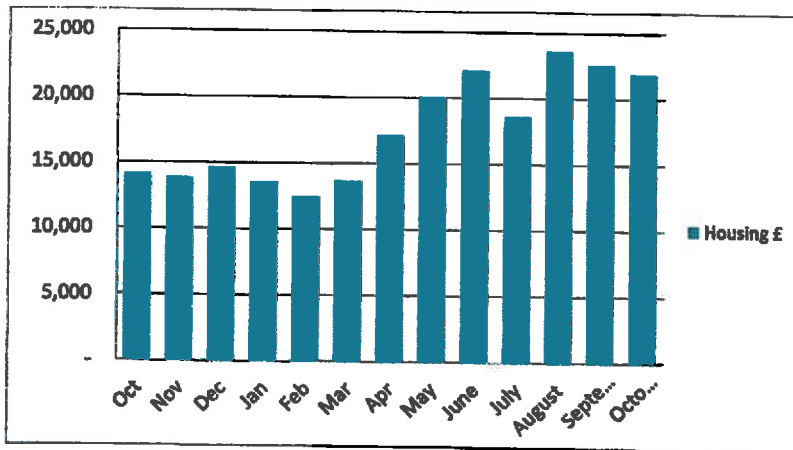
Decisions Sought	<ol style="list-style-type: none"> 1. To note summary of housing works & repairs 2. To note garage works update 3. To note fixed five year tenancies & and approve recommendation 4. To note shared housing waiting list update 5. To note transfer list 6. To note callouts in September
September 2020 Summary of Housing Works & Repairs	<ul style="list-style-type: none"> • No responsive repairs were carried out by DLO in September <p>12 responsive repairs were carried out by contractors in September:</p> <ul style="list-style-type: none"> • 7 boiler related issues • 3 plumbing repairs • 1 electrical repair • 1 window repair
Garages at The Lhargan	<p>Tenants of the garages moved out by the requested time and the work to replace the roof was completed on schedule. Two of the three original tenants have reoccupied their garage. Following one tenant relocating elsewhere, one garage was allocated to a person from the waiting list. The new tenant waited 5 years to be allocated a garage. There are currently 17 on the garage waiting list.</p>
Fixed Five Year Tenancies & Temporary Licences	<ul style="list-style-type: none"> • Following inspection and completion of the review. One expiring fixed five year tenancy was renewed for a further five years. • Another expiring five year tenancy was also reviewed following a year's extension to give the tenants time to provide their earnings information. The combined income of the tenant and partner exceeds the eligibility limit (£33,000) for public sector housing by more than 10% but is below £60,000. In such circumstances, housing policy states: <i>"You May be offered a new tenancy but the rent will be set at a higher level than the public sector rent at approximately 80% of market rent. This is referred to as mid rent."</i> Due to the tenant's ages, I recommend they are permitted to stay in the property and are required to pay 80% of the market rent.
Southern Shared Housing Waiting List	<ul style="list-style-type: none"> • No new applicants were placed on the waiting list by this office in September.
Transfer List	<p>There is currently one family on the transfer waiting list for a three bed property and one tenant requiring a bungalow.</p>
Out of Hours Callouts in September 2020	<p>None</p>

PORT ST MARY COMMISSIONERS
Tenancy Arrears Report for October Meeting
Week 28 2020 commencing 12^h October 2020

Management Summary

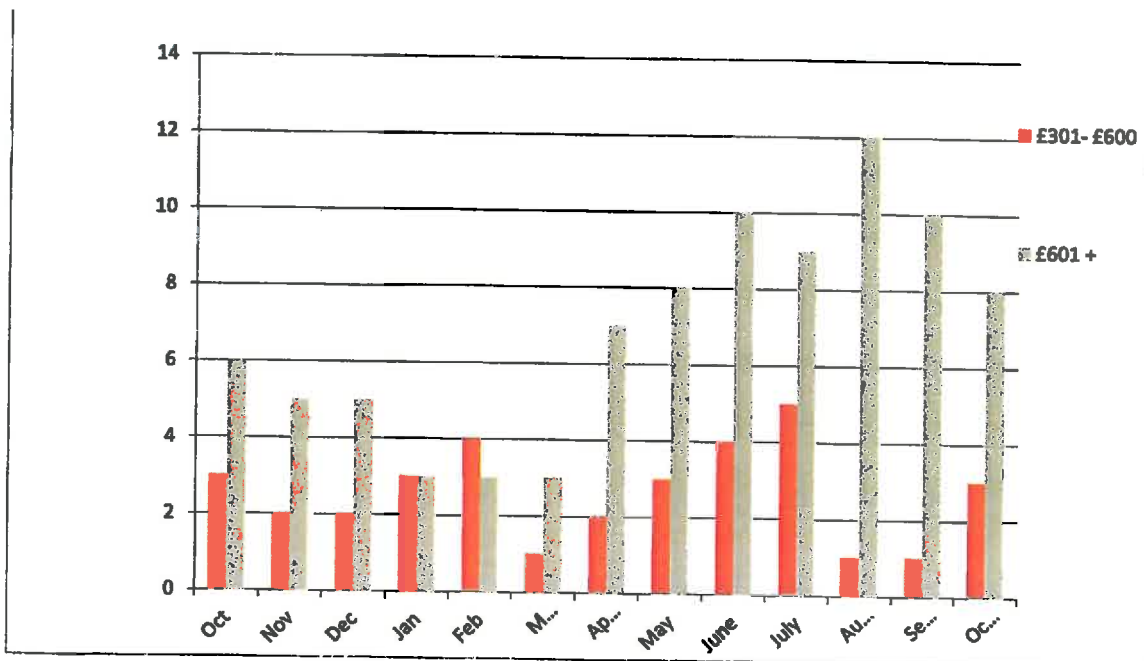
Unpaid rents currently stand at £ 21,323.09 a decrease of £ 1,211.10 since the previous report.

The first graph shows the rent arrears by sector over the last 12 months. As in previous months, all arrears are housing related.



Number of Debtors and Actions Taken

The second graph shows the number of debtors categorised by how much they owe.



Tenancy Arrears Report for October Meeting

Week 28 2020 commencing 12th October 2020

(Continued)

Below is a detailed analysis of the arrears and the separate action being taken for each tenant.

Uncontrolled debt

There are currently 3 tenants with uncontrolled debt.

Tenant 1- Arrears £863.34

Arrears to be noted and left on account at year end.

Tenant 2 – Arrears £3,442.83 (decreased by £ 100.00 since previous report)

Request for judgment of an instalment order granted by court, payments of £ 100.00 per month to be received from 14th September 2020. Finance officer has communicated payments are to be received by individual no later than the 23rd of each month, or further proceedings will ensue. Payment of £100.00 has been received for September instalment.

Tenant 3 - Arrears £ 10,302.88 (increased by £ 481.60 since previous report)

Small claims court has granted attachment of earnings on 10 August 2020, to commence and be received by Coroner of Rushen from tenant's employer on monthly basis as of 26 August 2020. Attachment of earnings only in respect of arrears, tenant still obligated to pay monthly rent, for which are still awaiting payment. Ongoing correspondence between Coroner of Rushen, tenant's employer and elected advocates acting on behalf of Port St Mary Commissioners. Further discussion through email took place at the end of September with elected advocates to ensure attachment of earnings in respect of arrears has been communicated with the tenant's employer.

Controlled Debt

The following tenants have controlled debt but due to the amounts, are being brought to the Boards attention:

Tenant 4 – Arrears £ 2,181.90 (Increased by £ 347.20 since previous report)

Tenant is now employed and housing office has agreed a payment plan with tenant.

Tenant 5 – Arrears £ 1,057.04 (decreased by £ 67.68 since previous report)

Small regular payments of rent are being received, tenant yet to agree payment plan.

Tenant 6 – Arrears £ 993.36 (decreased by £ 83.16 since previous report)

Tenant has agreed a payment plan to pay £ 500 per month (rent and additional sum) until arrears cleared. Payment of £500 was paid in September.

Tenant 7 – Arrears £ 525.16 (decreased by £ 283.16 since previous report)

Tenant making regular monthly payments at the end of each month.

Tenant 8 – Arrears £ 887.37 (decreased by £ 40.00 since previous report)

Has recommenced rent payments by direct debit and has continued to pay additional £ 10.00 per week by direct debit, remitting more when circumstances allow tenant to do so.

Tenant 9 – Arrears £ 418.32 (decreased by £ 29.76 since previous report)

Tenant has increased payments by £15 each week as agreed with the housing officer to clear arrears.

Tenant 10 – Arrears £ 650.89 (decreased by £ 154.28 since previous report)

Tenant has continued to make £600 monthly payments as agreed per payment plan with approximately £150 each month going towards clearing arrears.

Item 8.1

PORT ST MARY COMMISSIONERS

PUBLIC CORRESPONDENCE

Hi Hayley,

As you indicated Manx Gas removed the unnecessary road traffic lights from Beach Road last Friday after around two weeks of no-one doing anything there. I am grateful for your successful intervention.

Following that we now have yet another smiley speed monitor further up the road apparently to measure how fast people are driving up the hill after the acute bend. I am not sure who decides when and where to put these monitors but yet again I urge those that do to reconsider the location of the monitor and actually record the speed on that bend and further down the road (as on the way to the bend on to the Gansey road) where we repeatedly and regularly see cars and heavy vehicles going very fast past out houses.

I have as you know asked for more effective traffic management on Beach Road for nearly 5 years via the Commissioners and the DOI to no avail. We are still in the same position, despite supportive but fruitless comments from the Ministers in the past about safer roads and safer pathways for pedestrians.

I would be grateful if yet again you can bring this problem to the Commissioners attention and to the necessary people in the DOI as in my opinion their lack of public involvement and engagement will lead again to them obtaining the wrong data from their monitoring equipment. Perhaps someone may come out and actually ask people on Beach Road what exactly the problems are.

Kind regards,



Items 9.1

PORT ST MARY COMMISSIONERS

PLANNING

9.1 Planning Approvals

9.1.1 20/00866/B – Carrick Rooms, Bay View Road, Port St Mary for the installation of replacement windows.

9.1.2 20/00792/B – The Quoins, Fistard, Port St Mary for the replacement of existing boundary fence with 2.4m high rendered concrete block wall.

9.1.3 20/00899 – 2 Endfield Avenue, Port St Mary for the erection of an extension to rear elevation.

9.1.4 20/00918/B – Blair Athol, The Promenade, Port St Mary for the creation of French doors from an existing window to front elevation (retrospective).

PORT ST MARY COMMISSIONERS

MEETING DATES FOR 2020 - 2021

2020 Meeting Dates	
11 th November 2020	Notice to be issued by 6 th November if meeting required
25 th November 2020	
9 th December 2020	Only 1 meeting held in December
13 th January 2021	Notice to be issued by 8 th January if meeting required
27 th January 2021	
10 th February 2021	Notice to be issued by 5 th February if meeting required
24 th February 2021	
10 th March 2021	Notice to be issued by 5 th March if meeting required
24 th March 2021	
14 th April 2021	Last meeting of the current Board
28 th April 2021	Date to be kept available if required