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| GARFF PARISH DISTRICT COMMISSIONERSAnnual General MeetingWednesday 4th May 2016 7.00 pm |
| Meeting Minutes |
| **Present:** Mr N. Dobson, Mrs M. Fargher, Mr P. Kinnish, Mr L. Miller, Mr R. Moughtin, Mrs J. Pinson,  Mr. J. Quayle.**In Attendance**: Mr P. Burgess, Acting Clerk, Mr M.Royle, Acting, Deputy Clerk/RFO, Mrs Julie Peel Acting  Housing Manager, Hon SR. Rodan MHK, Mr Paul Phillips. Three members of public.**Apologies:** Nil. |
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|  | The Acting Clerk opened the meeting and welcomed the new Commissioners to first meeting of the newly formed Garff Parish Dsitrict Commissioners |  |
| **01/16** | **Election of Chairman****RM** proposed Nigel Dobson for the office of Chairman, seconded by **MF**. It was unanimously Resolved to elect Nigel Dobson as chairman for the Municipal year 2016/17. **ND** took the Chair for the remainder of the meeting. | Action |
| **02/16** | **Election of Vice Chairman****MF** proposed Robert Moughtin for the office of Vice Chairman, seconded by **JQ.** It was unanimously Resolved to elect Robert Moughtin as Chairman for the Municipal year 2016/17. |  |
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| **03/16** | **Board Representation –** It was resolved the following members would represent the Garff Board. |  |
|  | **Municipal Association –** Robert Moughtin, Liam Miller |  |
|  | **Laxey & Lonan Heritage Trust –** Nigel, Dobson, Peter Kinnish |  |
|  | **Laxey & Lonan Sports and Community Facilities –** Nigel Dobson, Liam Miller |  |
|  | **Northern Traffic Management Liaison Committee –** Julie Pinson |  |
|  | **Northern Neighbourhood Policing Team Community Partnership meeting –** Anyone to attend as and when required. |  |
|  | **Regeneration Committee –** Julie Pinson, Liam Miller. |  |
|  | **Eastern Civic Amenity Site Joint Committee –** Nigel Dobson. |  |
|  | **Northern Civic Amenity Site –** Robert Moughtin |  |
|  | **Northern Swimming Pool Board –** John Quayle. |  |
|  | **Northern Area Housing steering group –** Marinda Fargher |  |
|  | **Northern Sheltered Housing Committee –** Marinda Fargher |  |
|  | **Eastern Area Housing steering group –** Nigel Dobson |  |
| **j)** | **Waste Management Steering Group –** Nigel Dobson. |  |
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| **04/16** | **Planning Matters** |  |
|  | A discussion took place with respect to setting up planning committees for each ward, however in order that members familiarise themselves with all the areas it was agreed that for the time being all planning applications would be considered by the full Board. |  |
|  | **Planning Applications** |  |
|  | **PA no.16/00442/B,** **Ballellin Farm**, in respect of replacement of existing barn with cattle shed.It was unanimously Resolved there were no objections to PA no. 16/00442/B. |  |
|  | **PA no. 16/00286/B** **River Wall to South of Laxey River**, Mines Road, Laxey, in respect of Replacement of existing failed retaining wall (re-advertised as a Department application).It was noted that this application was previously dealt with by Laxey Village Commissioners. No further comment required. |  |
|  | **PA no. 16/00469/A - Upper Rhenab, Cornaa,** in respect of erection of a replacement dwelling and detached garage addressing means of access.A discussion took please and it was noted that this application was ‘in principle’ and on that basis there were no objections, however any further applications for this site should be considered carefully. It was Resolved to approve PA no. 16/00469/A. |  |
|  | **Approval Notices (DoI Planning Committee)** |  |
|  | **PA. no. 16/00205/B - Land adjacent to Westwood**, New Road, Laxey. Erection of a detached dwelling; Approved 18.04.16.It was Resolved to note planning approval notice no. 16/00205/B. |  |
|  | **Refusal Notices (DoI Planning Committee)** |  |
|  | Nil |  |
|  | **Appeal Notices (DoI Planning Committee)** |  |
|  | **PA. no. 16/00161/B** **Sea Point**, Booilushag, Appeal against approval for alterations and creation of a 1st floor to dwelling.It was noted that Maughold Parish Commissioners had requested a written appeal in respect of planning approval notice 16/00161/B. |  |
|  | **Planning Enforcement (DoI Planning and Building Control)** |  |
|  | Nil. |  |
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| **05/16** | **Approval of Minutes**Laxey 20th April 2016 – To be circulated. 25th April 2016 – To be CirculatedLonan 26th April 2016 – **ND** advised that he had received a copy of the minutes from the Lonan Parish Commissioners meeting 26th April 2016 and they represented a correct statement of events.Maughold 25th April 2016 – It was Resolved that the minutes of the Maughold Parish Commissioners meeting 25th April 2016 represented a correct statement of events. |  |
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| **06/16** | **Matters Arising & Other Business** |  |
|  | **Banking for Garff Commissioners** – Advice from Accountant & Clerks. Recommendation regarding structure of accounts.**Garff Bank Accounts** - The Acting Clerk reported that following advice from Ian Begley of SMP Partners, it was recommended that two new bank accounts were opened with the Isle of Man Bank, a Garff current account and a Garff housing account. In the meantime the former Authorities current accounts would remain open to allow cheques to clear etc. A discussion took place and it was unanimously Resolved to adopt this recommendation and open two accounts in the name of Garff Parish Commissioners, the signing rule being any TWO of the following signatories. Nigel Dobson, Robert Moughtin, Peter, Burgess, Martin Royle and Julie Peel. Proposed **JP**, Seconded **ND.****Expenditure Approval Levels** – the Acting Duty Clerk reported that discussions with Officers from Braddan Commissioners had taken place and their expenditure approval levels were anything upto £3,000 can be signed off by the officers without Authority approval and any contractual payments ie refuse collection, EFW charges and staff wages were automatically paid. A discussion took place and it was unanimously Resolved that non contractual expenditure up to £2,000 can be approved by the Officers, over £2,000 requires prior Board approval and any contractual payments will be paid automatically without prior approval. Proposed **MF**, Seconded **ND.** |  |
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| **07/16** | **General correspondence**  |  |
|  | **Municipal Association** - AGM Thursday 28th May 2016 at 7.00pm, at The Meadows Pavilion, Douglas Golf Club.The Acting Clerk reported that former Commissioners MA representatives were also invited and sort approval to invite Mrs Ros Bate. It was Resolved to invite Mrs Bate and that the Commissioners would advise the Clerk if they wished to attend. |  |
|  | **Resident** – Regarding Lighting on the A2 Highway at South Cape, Laxey. The Clerk advised the matter had been raised with Manx Utilities and awaits fitting of a deflector to the light directly outside the affected properties. |  |
|  | **Harbours, DOI** – Regarding exploration of options for harbour development *(document attached dated 21.04.16.)*.The Clerk advised the Department had committed to keeping the Authority informed should anyone express an interest in Laxey Harbour. Resolved to note. |  |
|  | **Douglas Borough Council** – Invitation to Civic Sunday 12.06.16. St George’s Church, 10.30 am. No one available to attend. |  |
|  | **Government House** – invitation to Chairman to attend reception following the ‘Swearing in’ Ceremony of the Lieutenant Governor Friday May 27th 2016, 12.15 pm at Government House.**ND** to attend. |  |
|  | **Replacement Old Laxey Bridge -** Letter from Paul Philips in respect of matters relating to New Bridge and concerns with respect to flooding.Aidan McCusker email dated 04.05.16, with update on programme for Old Laxey Bridge Replacement.The Clerk reported that he received a telephone call from Aidan McCusker that morning with advising that the capacity of the old bridge was 27.47m3 and the capacity of the new bridge was 33.73m3, equating to an increase in capacity of 6.24m3 or 23% and the bridge will accommodate a 1 in 200 year flood event. The Chairman suspended standing orders to allow Mr Phillips to address the meeting. Mr Phillips stated he had concerns with respect to the height of the bottom of the bridge which was approx. 150mm below the height of the river wall and this would result in water hitting the bridge and being directed onto his land, creating more frequent flooding events. A discussion took place and it was Resolved the Clerk contact Aidan McCusker and arrange a meeting with Mr Phillips. |  |
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| **08/16** | **Committee Reports** *(schedule of forthcoming meetings attached at Appendix 1 below).* |  |
|  | **Municipal Association –** No report. |  |
|  | **Laxey & Lonan Heritage Trust –** No report. |  |
|  | **Laxey & Lonan Sports and Community Facilities –** No Report. |  |
|  | **Northern Traffic Management Liaison Committee –** No Report. |  |
|  | **Northern Neighbourhood Policing Team Community Partnership meeting –** No Report. |  |
|  | **Regeneration Committee –** No Report. |  |
|  | **Eastern Civic Amenity Site Joint Committee –** No Report. |  |
|  | **Northern Civic Amenity Site –** No Report. |  |
|  | **Northern Swimming Pool Board -** No Report. |  |
|  | **Northern Area Housing steering group -** No Report. |  |
|  | **Northern Sheltered Housing Committee -** No Report. |  |
|  | **Eastern Area Housing steering group -** No Report. |  |
| **j)** | **Waste Management Steering Group -** No Report. |  |
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| **09/16** | **Officers Report** |  |
|  | **Health & Safety Policy –** Policy drafted by Pegasus Consulting attached.A discussion took place and it was noted that the policy required further work to refine the detail, however pending ongoing review in principle it should be adopted. |  |
| **10/16** | **Staffing Matters –** |  |
|  | **Confirmation of appointment of Officers:****Acting Clerk –** Note: Appointment of Clerk requires approval by the department.**Acting Deputy Clerk/Responsible Finance Officer.****Acting Housing Officer**A discussion took place and it was unanimously Resolved to appoint Peter Burgess as acting Clerk , Martin Royle as deputy Clerk/RFO and Julie Peel as Acting Housing Officer.Proposed RM, Seconded JQ |  |
|  | **Works and Amenity Maintenance Operative -** Replacement options to be discussed.A discussion took place and it was Resolved to circulate Maintenance Operative job description and list of duties undertaken.Proposed MF, Seconded LM |  |
|  | **Preliminary recommendations from Evolution Recruitment** *(Report and Recommendation circulated).*Committee to meet with Evolution.It was unanimously Resolved the Acting Clerk set up a meeting with Evolution, Nigel Dobson, Julie Pinson and John Quayle. |  |
|  | **Review of the Structure of Tynwald –** Secretary to Lord Lisvane’s Review letter dated 28.04.16. In undertaking the review the following has asked to be considered:• Examine the functions of the branches of Tynwald• Assess their efficiency• Consider the scrutiny structure required by the parliament• Recommend any options for reformLord Liswane is inviting written submissions but will also be taking oral evidence during the weeks commencing Monday 16th and Tuesday 30th May. Should they wish the Commissioners have been given the opportunity to nominate a representative to give evidence in person on their behalf. Any written evidence to be submitted by 30th June.A brief discussion took place and it was Resolved the Commissioner would consider this request and report back any to the next meeting. |  |
|  | **EFW Charges 2016-17 – Stephanie Grey email dated 04.05.16 – Copies circulated to meeting.**The Acting Clerk reported Douglas Borough Council were seeking legal advice in respect of the Department’s proposal for availability fees and until the legal argument has been settled Council Officers would not be recommending payment of invoices presented in respect of the EFW plant. |  |
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| **11/16** | **Chairman’s Report** |  |
|  | No Report. |  |
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| **12/16** | **Approval of Cheques pertaining to YE 16 *(30.04.16).***Cheque no’s LVC9928 to LVC9938 were presented for approval.It was unanimously Resolved to approve cheque no’s 9928 to 9938 inclusive. Proposed by **ND,** Seconded **MF.** |  |
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| **13/16** | **Any Other Business** |  |
|  | Matters Arising from Laxey Commissioners meeting 20.04.16 – Matter deferred to Garff Commissioners for further discussion.**Laxey and Lonan Heritage Trust** - Letter dated 06.04.16, in respect of annual contribution to provision of visitor information services. Clerk recommends payment of £1,582, which includes RPI indexation.A discussion took place and it was Resolved to approve the payment of £1,582.00, for the provision of tourist information services.Proposed **JP,** Seconded **MF** |  |
|  | **Familiarisation - JP** proposed arranging a tour of Garff to enable Commissioners to familiarise themselves with the whole sheading. A discussion took place and it was Resolved to defer the matter until after the results of the Loan Ward by election were known. |  |
|  | **Flooding - JQ** referred to a resent Consultation **o**n flooding and proposed that issues in Garff be discussed at a future meeting and representation made to the relevant Authorities. JQ stated that the Department was making efforts to repair damage, however the cause of the flooding was not been addressed. It was proposed that this be placed on the agenda for a future meeting. A discussion took place. |  |
|  | **Civic Service - JQ** proposed holding a Garff Commissioners civic celebration at a suitable venue with entertainment, inviting local businesses dignitaries and other local authority representatives. It was proposed the event would take place in May 2017 around the first anniversary of the first year of the Garff Commissioners. |  |
|  | **Large Block in River** – **PK** referred to the large concrete block recently formed in the river adjacent to the south bridge abutment. Clerk to contact Aidan McCusker to establish what purpose it forms. |  |
|  | **Barrier at end of Prom** – **PK** can we ask the Department if they can be removed. Clerk to contact Department of Infrastructure. |  |
|  | **New Road Traffic Issues** – **PK** referred to recent suspension of car parking on New Rd, from Queens Hotel to the old Isle of Man Bank and handed out information provided by the Department and used for determining speed limits in built up areas. A discussion took place and it was Resolved that if anyone had any evidence of near misses or vehicle damage they forward this to the acting Clerk. The Clerk to contact Isle of Man Railways and request information on near misses at the tram crossing at the North end of the station.  |  |
|  | **Order at meetings** – **RM** proposed that in order to ensure future meetings run efficiently that all matters should be addressed through the chair. Resolved to note. |  |
|  | **Press Release – ND** advised he would be producing a press release introducing the new Garff Board. |  |
|  | **Date of Next Meeting** - A discussion took place with respect to the date of the next meeting it was Resolved to meet at 7pm, on ~Wednesday 18th May and any future meeting would be on either a Wednesday or Thursday. |  |
|  | Meeting Closed at 9.40pmDate of next meeting:- Wednesday 18th May 2015 7.00pm |  |