

**GARFF PARISH DISTRICT COMMISSIONERS****Monthly Meeting of the Commissioners'**

To be Conducted using Video Conferencing Software

**Minutes of the Meeting**Wednesday 15<sup>th</sup> April 2020, 7.00 pm

**Present:** Mr J. Smith (JS) (Chair), Mrs J. Pinson (JP) (Vice-Chair), Mr N. Dobson (ND), Mrs M. Fargher (MF), Mr T. Kenyon (TK), Mr P. Kinnish (PK), Mr L. Miller (LM), Mr A. J. Moore (AJM), Mr. J. Quayle (JQ).

**In Attendance:** Mr P. Burgess (PB), Clerk, Mrs J. Mattin (JM), Housing Manager, Mr M. Royle (MR), Deputy Clerk/RFO

**Apologies:**

<b>7.00 pm</b>	<b>Public Session</b>	
	To open the meeting and request that Members consider this agenda and declare any interest that they may, or may be perceived to have, in its business. <i>JS read this statement. No Member indicated any pecuniary or personal interest in the matters for discussion.</i> <i>Members joined the meeting, which JS opened at 19.17 pm.</i>	
<b>81/20</b>	<b>Planning Matters</b>	
	<b>Planning Applications</b>	
<b>a)</b>	20/00332/C Waverley Quarry Road, Laxey, Additional use of residential dwelling (class 3.3) as tourist living accommodation. <i>There were no objections to this planning application.</i>	
<b>b)</b>	20/00345/B Primrose Cottage, Minorca Vale, Laxey, Erection of first floor extension over garage to form ancillary living accommodation. <i>The potential visual intrusion caused by an additional storey on the single storey garage which had previously been approved was discussed. Several Members expressed concern about this aspect, however, the overall consensus was for no objection to be submitted to the Planning Application.</i>	
	<b>Approval Notices (DEFA Planning Committee) – The following Planning Approvals were noted. No further instructions were issued to the clerks.</b>	
<b>c)</b>	20/00160/B 1 Victoria Terrace Glen Road Laxey, Replacement of existing timber door and top light, with UPVC composite door and UPVC top light.	
<b>d)</b>	20/00111/B Orrys Cliff Ballaragh Road, Laxey, Alterations and erection of an extension.	
<b>e)</b>	20/00174/B 57 All Saints Park, Lonan, Removal of rear doorway and creation of a doorway to side elevation.	
<b>f)</b>	20/00143/B Mandhari, Ballagorry Drive, Maughold, Alterations and extension to dwelling including installation of two flues.	
<b>g)</b>	19/01143/B The Anchorage, Port e Vullen, Alterations and erection of extension, erection of replacement bridge to front and new bridge to rear and creation of sun decking.	
	<b>Refusal Notices (DEFA Planning Committee) – ntr</b>	
	<b>Appeal Notices (DEFA Planning Committee) - ntr</b>	
	<b>Other Planning Matters</b>	
<b>h)</b>	<i>PB reported that an appeal had been submitted against the Refusal decision made by the Planning Committee regarding PA 18/00979/B Berwyn, South Cape, Laxey, for a new detached dwelling. PB was instructed to submit written comment from the Commissioners.</i>	Clerks
<b>i)</b>	<i>JS referred to a statement issued by DEFA which indicated that the Planning Committee would be reconvening remotely on the 5<sup>th</sup> of May 2020. It was noted that the correspondence indicated that the agenda would now be issued at least 10 days prior to the sitting. It was also noted that the statement declared that, "The Committee can defer an item, including where it considers it would be more appropriate to wait until it can be dealt with under the normal way of working." It was agreed that the Department should be contacted to re-iterate the request from the Commissioners that consideration of PA</i>	

	<i>20/00082/B for a sewage treatment plant on the 'Cairns' Site in Laxey be postponed under the terms of this clause.</i>	Clerks
<b>82/20</b>	<b>Approval of Minutes</b>	
<b>a)</b>	Approval of minutes of the meeting of the 1 <sup>st</sup> of April 2020. <i>These were agreed to be a correct record of the discussions and decisions made. Proposed, <b>AJM</b>. Seconded, <b>ND</b>. Resolved.</i>	
<b>83/20</b>	<b>Matters Arising &amp; Other Business</b>	
<b>a)</b>	To discuss Commissioners/Lifeline Mailshot scheduled for 24.04.20. <i><b>PK</b> stated that he felt that the Laxey Lifeline Service was well publicised. The issue of a leaflet by the group to be delivered by IOM Post to Garff Householders had been arranged by the Clerks' Office and funded by the Commissioners. <b>AJM</b> suggested that it was likely that further direct communication may be needed with residents in the coming weeks in terms of any changes or contingencies that needed to be implemented. <b>JP</b> proposed that issue of a direct mailshot to residents be held as a contingency pending the need for the issue of further important information; the Laxey Lifeline could be publicised again in this document. This was agreed by all Members. The issue of a Red/Green sign indicating if a resident was well or needed help was also discussed. It was agreed that this could be considered again if a mailshot were issued or if the need for such an action became apparent.</i>	
<b>b)</b>	To discuss ongoing operational matters in the current public health situation. <i><b>JS</b> invited JM to brief Members about the measures in place at the Cooil Roi Sheltered Housing Complex. JM referred to the report she had issued on the 14<sup>th</sup> of April 2020. This had covered contingencies for managing payment of rents and operational matters at the Site. A letter from the Housing Manager had been circulated to residents advising on the requirements of 'social-distancing' in order to protect themselves and others. The letter also gave guidance on coping with the personal and emotional stress caused by the 'lockdown', and reported that the 'Adult Protection Team' from Public Health had been attending the complex as necessary to support residents. She briefed Members on the additional challenges of implementing these measures in a Sheltered Housing Unit. Two residents who had returned from the UK in the period when 14 days 'self-isolation' had been made mandatory by Government had written in to complain about the measures put in place at Cooil Roi. Following a query from the residents' clarification of the guidance and how it could be implemented in Sheltered Housing had been obtained. This had been implemented; it involved reducing the period of self-isolation to 7 days from the 3<sup>rd</sup> of April. An objection to the measures had been received from the residents. It was noted that this was being dealt with through the complaint's procedure. Members referenced the contingency plan for Cooil Roi should an outbreak of the virus occur; this had been circulated previously. Currently all 'social' areas were closed and other measures were in place, but further contingencies were planned should the virus situation become more severe. This was noted. JM advised that staff at the Complex had expressed concern for their own safety. She stated that the vast majority of residents were observing the 'social-distancing' directive from Government, adding that a small minority of residents were not fully observing the directive to keep 2 metres apart at all times. JM had instructed the Wardens in regard to dealing with this issue by using the 'non-medical phoneline' rather than approaching resident's directly. In addition, it was stated that several residents were staying in the communal garden areas for long periods which, due to the need to 'socially-distance', was limiting the time other residents could access the areas. <b>JP</b> asked if Members of the Public were wandering onto the grassed areas. JM stated that this had not presented as an issue to date. Members thanked JM for the efforts being put in by all staff at the Complex.</i>  <i>MR referred to the Service Update Plan dated 14.04.20 (attached) which had been circulated this was noted. No further instruction. The clerks reported that correspondence had taken place with Government in regard to a statement made by Mr Geoffrey Boot (DEFA Minister) in which he stated that residents could bag their recyclables and leave them as 'side-waste' by their wheelie bin. It was noted that this was not government policy or the policy of the Commissioners. There was a policy of 'no side-waste' currently in place; the intention being to minimise the amount of contact with</i>	

	<i>loose binbags for the refuse roundsmen. Government had re-stated their policy on their Covid-19 website within minutes of Mr Boot's statement.</i>	
<b>c)</b>	<p>To continue discussions of the implications of the current public health situation on the finances of the Commissioners. <i>(documents circulated by email 10.04.20).</i></p> <p><i>A document indicating a contingency budget for YE 2021 had been circulated by PB and was noted. It was agreed that the situation should be monitored in the coming months and that no further instruction should be given at this stage. JS asked whether search requests were still being submitted. It was noted that these had been much reduced in the last 14 days. Monies that had been 'ring-fenced' and set-aside when the Garff Authority was formed were discussed. A full list had been circulated of the remaining projects that had not been discharged. It was noted that the monies were 'ring-fenced' until March 31st 2021. It was agreed that the projects for which monies had been ring-fenced would be discussed prior to Year End 2021.</i></p> <p><i>It was noted that SGJ was drafting a revised format for the monthly reporting and forward tracking of the Commissioners current financial position. It was anticipated that this would be implemented in May 2020. In the meantime, the current reporting system would be maintained.</i></p>	
<b>84/20</b>	<b>General correspondence</b>	
<b>a)</b>	<p>Resident – Request that the benches are removed from Laxey Promenade to reduce risk of transmission of the Covid-19 virus from hard surfaces and to dissuade the public travelling in vehicles to the Promenade.</p> <p>This correspondence was noted. A discussion took place. It was noted that no reports of the public disobeying the social-distancing directives from Public Health had been received. It was also noted that Government had not requested that public benches be removed. No Member expressed support for removal of the benches. No further instruction was given.</p>	
<b>85/20</b>	<b>Committees &amp; Boards – ntr</b>	
<b>86/20</b>	<b>Officers' Reports – ntr</b>	
	<b>Finance – (Documents circulated 10.04.20 for discussion at item 83/20.b above).</b> <i>See item 83/20.c above.</i>	
<b>87/20</b>	<b>Cooil Roi Report –</b> <i>See item 83/20.b above.</i>	
<b>88/20</b>	<b>H&amp;S &amp; Maintenance Report – Urgent Issues Only</b> H&S matters covered in the Service Update Report attached, dated 14.04.20. MR advised that liaison was maintained on a frequent basis with Allan Kinrade in regard to the operation of the Refuse Collection Service. Weekly contact was also maintained with Paul Hampton Services and Spotless Cleaners in regard to the cleaning of public toilets. The Office was also in contact with Pegasus Safety Consulting and Positive HR Solutions on a weekly basis.	
<b>89/20</b>	<b>Any Other Business – Urgent Matters Only</b>	
<b>a)</b>	<i>It was agreed that correspondence should be sent thanking Members of Staff working at Cooil Roi, the Refuse Collection Contractor's Staff, and voluntary organisations working in Garff. The letters to be written and signed by the Chair.</i>	<b>JS</b>
<b>b)</b>	<i>JS proposed that the AGM be undertaken at the 2<sup>nd</sup> meeting in May scheduled for the 20<sup>th</sup> of May 2020. This was agreed. ND referred to the election of Chair and nominations of Committee Members, etc. He suggested that Members should consider maintaining the 'status quo' in the current health situation. This was noted. It was agreed that further discussion would take place at the meeting on the 6<sup>th</sup> of May 2020.</i>	
<b>c)</b>	<i>JS asked that Members submit their expenses promptly for Attendance Allowance up to the 31<sup>st</sup> of March 2020 to assist preparation of the YE 2020 accounts. This was noted.</i>	
<b>d)</b>	<i>MF advised Members that a 'Pop-up' shop was being established at the Glen Mona Hotel during w/c 13<sup>th</sup> April 2020. This was noted. The clerks were asked to ensure that this was publicised as widely as possible on the Commissioners' Facebook Sites.</i>	clerks
<b>e)</b>	<i>PK advised that he would make arrangements for an information leaflet distributed in Onchan to be forwarded to the Officers.</i>	

f)	<i>JP advised Members of the 'Great Manx Tea Party' event taking place from 15.30 on the 25<sup>th</sup> of April. This was noted. JP was arranging for residents of Cooil Roi to have opportunity to participate.</i>	
g)	<i>LM asked about works that had been conducted on trees on New Road recently. PB reported that this was emergency work that had been carried out on DEFA land by a local contractor. It was anticipated that further tree and vegetation management would take place once the 'lockdown' had been lifted. This would improve visibility from New Road across the Valley.</i>	
h)	<i>LM reported that the annual 'Rush hour on the Railway' event had taken place on-line this year. It had been a great success, attracting 250,000 virtual visitors.</i>	
<b>90/20</b>	<b>Urgent Matters in Private</b>	
a)	<i>JP referred to a report she had received about an ambulance being at an address in the Sheading. No discussion took place of this matter.</i>	
	The meeting ended at 21.02 pm	
	Date of next meeting: 6 <sup>th</sup> May 2020	