

PORT ST MARY COMMISSIONERS

ORDINARY BOARD MEETING

23th JANUARY 2019

AGENDA – OPEN PUBLIC 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 9 th January 2018	For Board approval
3.	MATTERS ARISING	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
4.	MOTIONS	
4.1	Amendment to Standing Orders regarding the frequency of meetings	For Board vote
5.	FINANCE	
5.1	Invoices for payment late January 2019	For Board approval
5.3	Street Lighting at Gansey	For Board discussion and approval
6.	PROJECTS	
6.1	Mariners Shelter	N/A

6.2	Manxonia House	For noting
6.3	Remembrance Garden	N/A
6.4	Skate Park	For Board discussion and noting
6.5	Public Conveniences	N/A
6.6	Traffic Consultations	For noting
6.7	Happy Valley	N/A
6.8	Boat Park	N/A
6.9	Reduction in Board numbers	N/A
6.10	A Day in the Life	For noting
6.11	Newsletter – to be tabled	For Board discussion
7.	PUBLIC CORRESPONDENCE	
7.1	Correspondence from Electoral Registration Unit	For Board discussion
7.2	Correspondence re Beach Mission 2019	For Board discussion

7.3	Letter of thanks from the Foodbank	For noting
8.	PUBLIC CONSULTATIONS - None	
9.	PLANNING MATTERS	
9.1	Planning Applications	For Board discussion
9.2 – 9.4	Planning Approvals, Refusals & Amendments	For noting
9.5	Planning Updates	For noting
10.	POLICY & RESOURCES	
10.1	2019/20 Meeting Dates	For noting
10.2	Draft Complaints Procedure – previously tabled. MEMBERS - PLEASE BRING YOUR COPY OF THE DRAFT DOCUMENT TO THE MEETING	For Board discussion
10.3	Street Light Maintenance	For Board discussion and noting
11.	INVITATIONS	
11.1	Malew Parish Commissioners Civic Service	For Board response
12.	ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)	

Item 3.1

PORT ST MARY COMMISISONERS

MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT

Matters Arising from the minutes of 12th December 2018

3rd Supplemental List (Dec 2018) query

The Valuation Office have advised that when the list is sent out there is a period of 2 weeks for objections. Local Authorities can object, and also property owners.

In the case of [REDACTED], it is likely that the property owner will probably have objected as the property is unfinished.

Therefore the 2nd GV & RV (Gross Value and Rateable Value) columns have different, lower, figures for that property.

Matters Arising from the minutes of 9th January 2019

Golf Pavilion – The Clerk is due to meet with the Golf Pavilion to discuss the location and size of the sign and will report back to the Board in due course.

Hedge Cutting & Verge Maintenance – [REDACTED] met with the Chair, Foreman and Clerk to discuss maintenance, it was agreed that Authority are only providing maintenance for access purposes and [REDACTED] was pleased with this. A discussion was had in relation to only keeping the pathways clear around Gansey to the Pottery and clear and at the top of Happy Valley, comments from the public would then be monitored.

Public Correspondence from the minutes of 9th January 2019

IoM Gambling Supervision Commission re the Station Hotel – An advice of no objections was issued.

Port Erin Commissioners re library services – A response was issued and contact details for AP & NME supplied.

No further correspondence required a response.

Item 4.1

PORT ST MARY COMMISSIONERS

MOTION

I propose an amendment to Section 1.2 of the Standing Orders.

The new section shall read:

The ordinary meetings of the Authority shall be held at the Town Hall, Port St Mary, on the Second Wednesday and when necessary on the Fourth Wednesday of each month or on such other day or days as may be decided by resolution of the Authority. The exception to this is the month of December when the Authority will meet only on the Second Wednesday of that month.

A handwritten signature in black ink, appearing to be 'A. S. H.', written in a cursive style.

17/01/2019

PORT ST MARY COMMISSIONERS

INVOICES TO BE PAID IN JANUARY 2019 (2ND MEETING)

Rate Born Expenses										
Inv #	Date	Inv Number	Supplier	Description	Category	NL Code	Total Net	VAT	Total Cost	
659	12/01/2019	Stmt	Calvert Newsagents Ltd	Stamps, news, staty etc 30/10-08/01	Office Expenses	5170	£332.17	£1.17	£333.34	
660	11/01/2019	942768000	B & Q (Trade Point)	Woodstain for benches	Outdoor seating	5810	£55.00	£11.00	£66.00	
661	10/01/2019	374861	DEFA	Xmas trees	Christmas Trees	5830	£905.37	£181.07	£1,086.44	
662	03/01/2019	374010	DOI - Ports Division	Mariners Memorial and Fishermens Shelter Jan 19	PSM Chapel Beach	5850	£10.00	£2.00	£12.00	
663	04/01/2019	19446	Island IT	Computer expenses	Computer Expenses	5140	£27.50	£5.50	£33.00	
664	01/01/2019	9610	ORB Ltd	Payroll admin period 9 2018/19	Office Expenses	5170	£81.50	£16.30	£97.80	
665	01/01/2019	9636	ORB Ltd	Payroll admin Dec 2018 re SCASB Payroll	Office Expenses	5170	£40.00	£8.00	£48.00	
666	31/12/2018	85787	Onchan District Comm'rs	Refuse collection 01/10-31/12	Refuse Vehicle Expes	5220	£4,062.50	£812.50	£4,875.00	
667	01/01/2019	12021261	Manx Telecom	Tele rent 01/01-31/01 and calls to 01/01	Office - Tele Exes	5160	£117.52	£23.50	£141.02	
668	01/01/2019	12054321	Manx Telecom	Tele rent only 01/01-31/03	Office - Tele Exes	5160	£25.50	£5.10	£30.60	
669	11/01/2019	26043	Osborn Carpets	Supply coir matting TH	Town Hall Expenses	5150	£27.04	£5.41	£32.45	
670	10/12/2018	1985906	J Qualtrough & Co	Sashlock re Town Hall	Town Hall Expenses	5150	£13.59	£2.72	£16.31	
671	11/01/2019	102	JR Riley Ltd	Oil/grease for garden equipt	Garden machinery	5267	£25.32	£5.07	£30.39	
672	02/01/2019	106995	SCASB	Main income Q4 Jan-Mar 19 qtrly chge	Amenity Site Costs	5240	£7,165.93	£0.00	£7,165.93	
673	31/12/2018	107048	SCASB	Rubble/inert etc 03/12-28/12	Refuse Expenses	5210	£212.44	£42.49	£254.93	
674	31/12/2018	107049	SCASB	TVs x 2 - left o/side workshop after hours	Refuse Expenses	5210	£20.00	£4.00	£24.00	
675	14/01/2019	140119	T & E Ltd	Town Hall redecoration	Town Hall Expenses	5150	£2,250.00	£0.00	£2,250.00	
Sub Totals - Rate Born							£15,371.38	£1,125.83	£16,497.21	

PORT ST MARY COMMISSIONERS

INVOICES TO BE PAID IN JANUARY 2019 (2ND MEETING) continued

Housing Expenses										
Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
676	31/12/2018	18/754	Liftmann	Supply, Install & Remove stairlift	8 PAD	Housing Repairs	6100	£350.00	£70.00	£420.00
677	10/01/2019	660/22881	MC Locksmith Services	Repairs to jammed pvc window	2 PR	Housing Repairs	6100	£61.95	£12.39	£74.34
678	13/12/2018	1986687	J Qualtrough & Co	Louvre vents, flyscreens etc		Housing Repairs	6100	£25.30	£5.06	£30.36
679	17/12/2018	1987400	J Qualtrough & Co	Architrave	21 SF	Housing Repairs	6100	£5.97	£1.19	£7.16
679	10/01/2019	3685	Raven Electrical Services	Replace lounge elec socket	7 PR	Housing Repairs	6100	£47.08	£9.42	£56.50
680	10/01/2019	3690	Raven Electrical Services	EICR & various elec work	21 SF	Housing Repairs	6100	£264.22	£52.84	£317.06
681	31/12/2018	107048	SCASB	Rubble/inert etc 03/12-28/12	15 LA	Housing Repairs	6100	£4.95	£0.99	£5.94
Sub Totals - Housing								£759.47	£151.89	£911.36
TOTALS								£16,130.85	£1,277.72	£17,408.57

Summary Breakdown of Expenditure (excluding VAT)	
Gardens, outside seating, refuse expenses	£312.76
Office expenses - telephone, stamps, stationery, payroll admin, computer expenses	£624.19
PSM Chapel beach	£10.00
Town Hall Expenses	£2,290.63
Christmas Trees	£905.37
Refuse vehicle expenses	£4,062.50
Amenity site costs	£7,165.93
Housing	£759.47
Total	£16,130.85

PORT ST MARY COMMISSIONERS

STREET LIGHTING



We had a street lighting fault at Gansey Point a couple of weeks ago which resulted in a number of lights along the point being out until we restored. When inspecting the cause of the fault, PM116 had been assessed and the wooden pole that PM116 sits on has now been upgraded to a 'defect' pole which requires replacing. It was also recommended that that the fitting is also replaced at the same. I have included some options for Port St. Mary Commissioners approval.

Option A; New Wooden Pole + New LED (24w) fitting
Estimated cost; £2,259+VAT

Option B; New Wooden Pole + New SON EVOLO (70W) fitting
Estimated cost; £2,116+VAT

If PSM commissioners wish to upgrade to a steel column instead of a wooden pole MU would have to install an additional pillar to house protective equipment due to the TT earthing. The costs are as below and location of proposed pillar is on the attached drawing.

Option C; New Steel Street Lighting Column + New LED fitting + Pillar
Estimated cost; £4,068+VAT

Option D; New Steel Street Lighting Column + New EVOLO fitting + Pillar
Estimated cost; £3,925+VAT

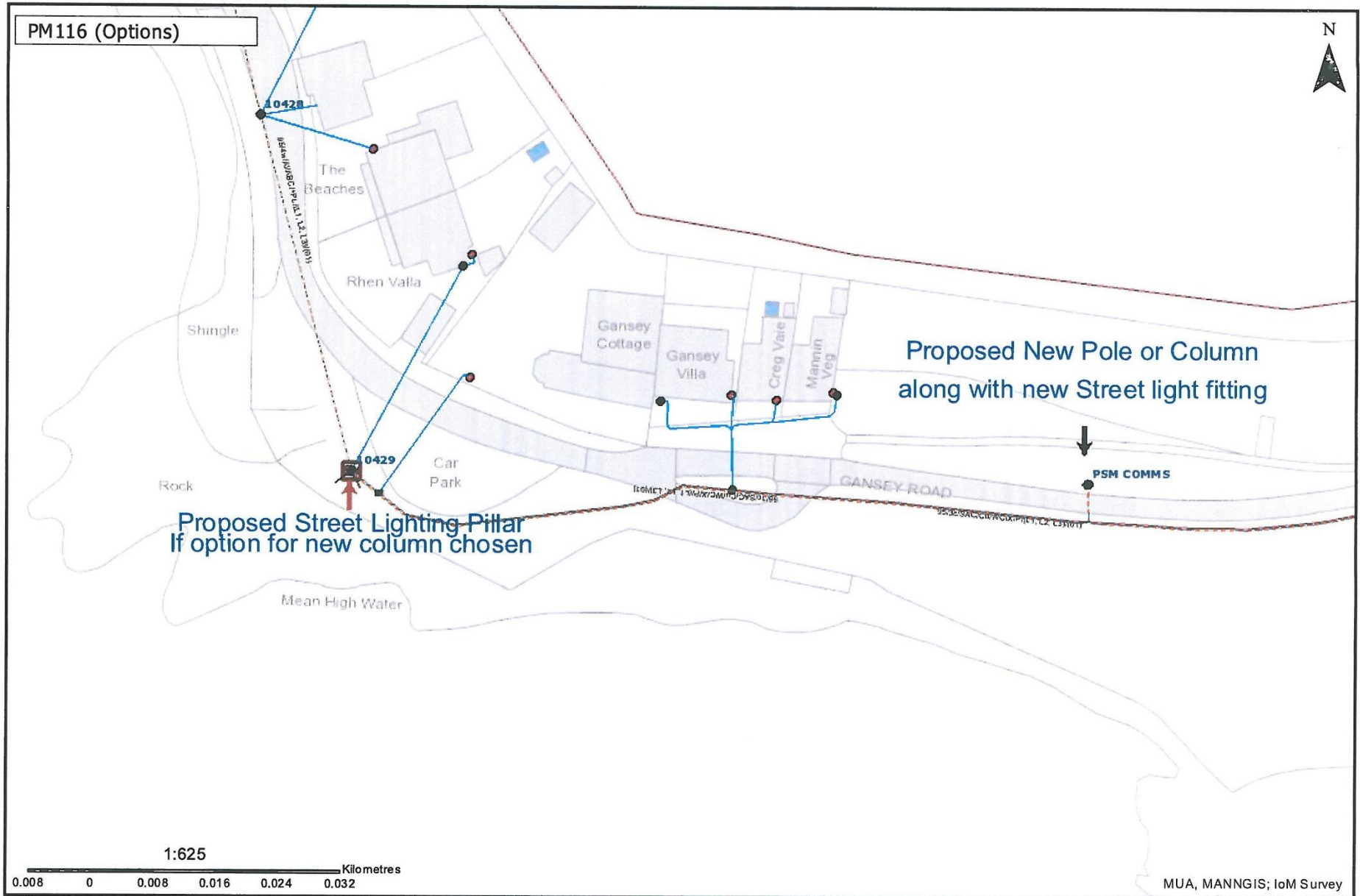
If you require any additional information please let me know.

Kind regards



Budget

Spend to December 2018 is £16,155, with an annual budget of £21,697. Due to unknown maintenance costs for the last quarter, it is recommended to request that the Board select their preferred option from the above and request the repair is scheduled for the new financial year, April 2019.



Reproduced from the Isle of Man Survey map with the permission of the Department of Infrastructure © Crown Copyright 2018
 The position of Manx Utilities assets are shown as accurately as possible but the position must be regarded as approximate only.
 Consequently, Manx Utilities are unable to guarantee that any of the information given is correct.

PORT ST MARY COMMISSIONERS**PROJECTS UPDATE**

6.1	Mariners Shelter The Estates Department have been notified that the Board will not be surrendering the lease agreement. A request has also been made to fill the gaps above the windows. Chased 16 th Jan.
6.2	Manxonia House The property is on the market and the covenant wording is currently being drawn up. To date there has been 4 viewings.
6.3	Remembrance Garden Lighting options for the new sentinels are currently being explored.
6.4	Skate Park Planning have advised that they feel a further site visit would not provide any new information or benefit to what they have already provided. The site will always be contentious due to the close proximity to a residential area.
6.5	Public Conveniences Ongoing, no further update available.
6.6	Reduction in Board numbers Progressing with the Local Government Unit.
6.7	Happy Valley A Structural Engineers report is due in February.
6.8	Boat Park Project on hold.
6.9	Newsletter Tabled for comments.
6.10	A Day in the Life The Events Committee have agreed 9 th & 10 th March for the exhibition. The pictures are currently being sorted for printing.
6.11	Traffic Consultations A response from the Department is still awaited.

PORT ST MARY COMMISSIONERS

PUBLIC CORRESPONDENCE



Cabinet Office

Oik Coonceil ny Shirveishee

**Electoral Registration Unit
Crown and Elections
Cabinet Office**

Government Office
Bucks Road
DOUGLAS
Isle of Man
IM1 3PN

Tel: +44 1624 685754
Website: www.gov.im/elections

14th January 2019

Dear Clerk,

The annual canvass for electoral registration is currently under way, with forms being delivered to every household in the Isle of Man.

The accompanying news release provides further details about the process, which helps to capture the information needed to maintain an accurate record of eligible voters.

The news release highlights the fact that it is a legal requirement to respond to the annual canvass, even if an individual chooses not to exercise their democratic right to vote. It also points out that not being registered can affect a person's credit reference history and potentially result in an application for a mortgage, loan or mobile phone contract being refused.

In addition to the news release, the Cabinet Office has launched a promotional campaign to emphasise the speed and ease of responding to the annual canvass.

The attached poster and infographics will be issued to support the *It Only Takes A Minute* message. A short video has also been produced for distribution on the Government's social media channels – <https://www.youtube.com/watch?v=Zoustibrj3o&feature=youtu.be>

We recognise that many local authorities are working to strengthen engagement with their local communities, to encourage greater interest in Manx politics and to increase voter turnout at elections. A vital step in the democratic process is to ensure that everybody in the Island who is entitled to vote is on the electoral register.

We would appreciate any support you can provide to raise awareness of the annual canvass and the requirement for people to respond. Please feel free to print copies of the attached poster to display in public buildings and to use the infographics and video link on your Twitter and Facebook accounts.

Also, we would be most grateful if you could bring the contents of this letter to the attention of your elected representatives and remind them of the need to respond to the annual canvass.

Yours sincerely,



Electoral Registration Officer

Gov.im uses cookies to make the site simpler. Find out more about cookies



Electoral registration translations



All households in the Isle of Man are sent a form each year in order to collect the information needed to update the electoral register.

It is a legal requirement to respond, even if you choose not to vote in an election.

Not being registered may also affect your credit reference history and could result in an application for a mortgage, loan or mobile phone contract being refused.

Responding is quick and easy.

If the information printed on your household form is correct, please confirm this via –

- Internet: <https://iom.elecreg.co.uk/canvass>
- Telephone (local rate): 0808 2841522
- Text (SMS): 0778 6209403

You will need to provide the two-part security code, which is printed on your form.

If you need to inform us of any changes to your details, please use the online option <https://iom.elecreg.co.uk/canvass> or complete and sign the paper form and return it in the pre-paid envelope provided.

Thank you.

Bulgarian

Chinese

Polish



PORT ST MARY COMMISSIONERS

PUBLIC CORRESPONDENCE



Port St Mary SU Beach Mission

[Redacted]

[Redacted]

10th January 2019

Dear Port St Mary Commissioners

Now that we're into the New Year, we are beginning our planning and preparations for this year's Port St Mary SU Beach Mission. We hope that you will be happy, once again, for us to run activities for children and young people of all ages. Our dates this year will be Sunday 28th July to Friday 9th August. As in previous years, we plan to base the activities in and around Mallmore on the Promenade, including the grass outside the Town Hall, the Beach, the Lower Prom and the grass at Gansey Point.

We have been delighted in recent years to have the use of the Town Hall and West Room which are an excellent base for a couple of our age groups, and also a great location for our family events.

We made a provisional booking last summer, and would now like to confirm our bookings as follows:

Main Town Hall

From 1.30pm on Sunday 28th July to 10pm on Friday 2nd August
From 5pm on Sunday 4th August to 5pm on Friday 9th August

West Room

From 9am on Monday 29th July to 5pm on Friday 2nd August
From 9am on Monday 5th August to 5pm Friday 9th August

We have been extremely grateful in the last few years for the substantial discount you have given us for hiring the hall. Our activities are free and open to all children and young people. In recent years we have had over 350 children and young people (0-17 year olds) registered during the fortnight, with an average daily attendance of over 200, the vast majority of whom live locally. Included within that are a growing number of children with Additional Needs and we have several team members with training and experience in caring for them. Activities are provided in seven age groups and take place outside, in Mallmore, in Church Halls, in the school and we hope, again, in the Town Hall and West Room. Team members pay their own travel, food and accommodation costs, with all other costs, including the cost of hiring the Town Hall, being covered by donations which we receive from parents and supporters. If you feel able to give us a discount again this summer, we would be very grateful.

With thanks, in anticipation of your response,

[Redacted]

[Redacted]

Event Leader

Item 7.3

PORT ST MARY COMMISSIONERS

PUBLIC CORRESPONDENCE



Isle of Man Foodbank

Ballafletcher House (Agriculture House)
Ballafletcher Farm Road
Cronkbourne
DOUGLAS
IM4 4QE

Thursday, 17 January 2019

Hayley Fargher
h.fargher@portstmary.gov.im

Dear Hayley

On behalf of Isle of Man Foodbank, I would like to thank you and Port St Mary Commissioners most sincerely for your generous donation of £95.65, received today.

At Foodbank, we rely on the support of the Manx public and other organisations, and we are delighted to count Port St Mary Commissioners amongst our supporters. We hope to enjoy your continuing support in the future as we seek to support those in crisis here on our island.

With grateful thanks

, Director

Isle of Man Foodbank is a company limited by guarantee incorporated in the Isle of Man No.128361C and Isle of Man registered charity 1148. Registered Office: Greenmount, 57 Cronk Ny Greiney, Tromode Park, Douglas, IM2 5LW

Tel 01624 646999 (office) - Mobile / text 07624 311550

Directors: DS Gawne, NM Mellon. RJ Foxon and JL Mellon

Item 9.1 – 9.4

PORT ST MARY COMMISSIONERS

PLANNING

9.1 Planning Applications

18/01348/B Cooil Grianagh, Truggan Road, Port St Mary. Miss R Cooil. Alterations and creation of additional landscaping and hardstanding to improve parking.

9.2 Planning Approvals

18/01221/B Seafield, Beach Road, Port St Mary. Mr and Mrs Q De Backer. Alterations and erection of two storey extensions to both front and rear elevations approved.

9.3 Planning Refusals

18/00790/B 2 Victoria Road, Port St Mary. Mr M Notman. Installation of a replacement front door with sidelights and toplight refused on Appeal as proposed door and surrounds would fail to replicate the details and proportions of the existing door and thus detract from the character and appearance of not only the property, but also the surrounding terraces which are identified as being worthy of consideration for Conservation Area status.

9.4 Planning Amendments

None.

9.5 Planning Updates

9.5.1 Waitara, Clifton Road, Port St Mary – Further to the report regarding covenants on Clifton Road, an additional Deed of Conveyance has been found. The Deed dated 5th December 2000 ...“hereby grant to the Grantee or other the owner or owners for the time being of the Property or any part or parts thereof a right of way at all times and for all purposes with or without vehicles over Kallow Point Road”. This consideration was done for the sum of one pound.

MEETING DATES 2019

Below is a list of scheduled meeting dates for the coming financial year along with holiday dates booked for the Clerk.

2019 Meeting Dates	
9 th January 2019	██████████ Equality Adviser from 7 pm
23 rd January 2019	
13 th February 2019	Public Forum from 7pm
27 th February 2019	
13 th March 2019	Supt. ██████████, Policing Operations
27 th March 2019	
10 th April 2019	
24 th April 2019	
8 th May 2019	AGM
22 nd May 2019	
12 th June 2019	
26 th June 2019	
10 th July 2019	
24 th July 2019	
14 th August 2019	
28 th August 2019	
11 th September 2019	
25 th September 2019	
9 th October 2019	
23 rd October 2019	
13 th November 2019	
27 th November 2019	
11 th December 2019	

Item 10.3

PORT ST MARY COMMISSIONERS

STREET LIGHTING MAINTENANCE

A list of the summary of works undertaken for PSM is available. It doesn't included network issues, fault, restorations, earth improvements, cut up grades, fault investigations, Day work schemes or lighting schemes. If any member would like a copy of the summary of works emailing to them please contact The Clerk.

Item 11.1

PORT ST MARY COMMISSIONERS
INVITATION

Malew Parish Commissioners

The Chairman, Mrs Barbara Brereton and Members of the Board
extend a cordial invitation to the

Annual Civic Service

to be held at

Abbey Church, Ballasalla

on

Sunday 3rd March 2019 at 3.00pm

Light refreshments will be served after the service in the Ballasalla Village Hall.

R.S.V.P.

by Monday 11th February 2019 to Barry Powell, Clerk, Malew Parish Commissioners,
Main Road, Ballasalla, Isle of Man, IM9 2RQ

Telephone: (01624) 823522 Email: admin@malewcommissioners.im