

ARBORY PARISH COMMISSIONERS
Minutes of the Monthly Board Meeting
Held 7.30pm Wednesday 27th September 2017 at the Halley MacLaig.

Present: Mrs J Glover (Chair), Mr S Gawne, Ms B Greenhalgh, Mr A Cowin, Mr M Cringle
In attendance: The Clerk.

Before the Commissioners considered the agenda, the Chair asked that the Commissioners reflect on the untimely passing of the former Clerk. The Chair read out a card from Kath Lowey in which she expressed her thanks for the support shown by the Commissioners.

The Commissioners expressed the thanks and appreciation of present and past members to their long-serving Clerk and friend, Ian Lowey. It was agreed to formally minute this having been proposed by Mr Cringle and seconded by Mr Cowin. The Commissioners then stood for a minute's silence.

1. MINUTES: The Minutes of the Meeting held Wednesday 16th August 2017 were approved and signed by the Chair, having been proposed by Mr Cowin and seconded by Mr Cringle.

MINUTES EGM: The Minutes of the EGM held Friday 8th September 2017 were approved and signed by the Chair, having been proposed by Mr Cowin and seconded by Mr Gawne.

2. MATTERS ARISING - not covered by the agenda

- a) Garden Competition – the Chair reported that she had held back the announcement of winners out of respect for Ian. It was agreed to announce the winners in two weeks' time. The Clerk agreed to check with Malcolm Smith, the engraver to see if he had the trophies.
- b) Cronk Cullyn – the Chair reported that the press release would be sent out in the next few weeks. It had also been delayed out of respect for the former Clerk
- c) 1 Ballastroan – it was agreed that the Clerk would investigate the matter and report to the next meeting
- d) Leaflet regarding seagulls – it was agreed that the Clerk would prepare a letter for residents in the new part of Cronk Cullyn asking them not to feed seagulls and to take care not to leave rubbish or food out which might attract seagulls.
- e) Smiley Sid – Mr Cowin explained that Ian had taken it to charge it up, and was going to Colas to get a bigger strap for the backing plate. It was agreed that the Clerk would find 'Smiley Sid', and check with Colas about the strap. It was also agreed to ask Fred Lowey about putting a pole up in the field half way along Duck Street. It was agreed to locate 'Smiley Sid' at regular intervals in Duck Street, Glen Road, Main Road Colby by Ard Woolley and by BelleAbbey chapel, also the approach to Ballabeg Hairpin. Mr Cowin agreed to be responsible for erecting Smiley Sid.
- f) Freedom of Information training – the Chair and new Clerk will attend training being arranged by the DoI in late November. Mr Cowin explained that he has already undertaken FoI training.
- g) IT issues – the Clerk explained that he had experienced some difficulties accessing an external hard drive which the former Clerk had been using. As it was not clear what was on the hard drive the Clerk had obtained quotes from three IT firms to try to retrieve the data on the drive. The Commissioners agreed to get TechCentre to try to resolve the matter as they appeared to be the cheapest available if the hard drive has to be sent away to a specialist UK partner. The Clerk will check whether any of Ian's memory sticks are still in his office.

3, RISK MATTERS – the Clerk reported that he had not been made aware of any issues this month.

4. HIGHWAYS, ROAD MAINTENANCE AND GRASS CUTTING

a) The Clerk reported that Jones Services had provided £900 of hedge trimming and £200 of road sweeping. The Clerk would get more detail and circulate to the Commissioners.

b) Parking at the school and associated road safety – the Commissioners discussed ongoing issues surrounding parking at Arbory Primary School. It was agreed that the Clerk should ask to see how often police attended the school at drop off/pick up time and what concerns they have. It was also agreed that the Clerk would prepare a letter for the Chair to invite the Infrastructure Minister to meet with the Commissioners to discuss this matter and ongoing highways issues. The Clerk also agreed to contact DoI officers to find out what road safety measures are still planned for Ballabeg.

5. SOUTHERN CIVIC AMENITY SITE Mr Cringle reported that a special meeting was to be held on 4th October for SCAS Board. Port Erin and Malew Commissioners had raised a number of concerns which the SCAS Board is trying to resolve.

4. MUNICIPAL ASSOCIATION – Mr Cowin had missed the last meeting and can't make next due to prior commitments. He explained that the Association is working well and has been much more effective in recent years at disseminating useful information.

5. SOUTHERN SWIMMING POOL AUTHORITY – Mr Cowin reported that there were no significant issues to report.

6. MARASHEN CRESCENT – the Chair reported that things were running well. There had been meetings with resident, a new quarterly newsletter was planned, and a website to help improve communication.

7. SOUTHERN HEALTHCARE COMMITTEE – Ms Greenhalgh reported that the next meeting had been cancelled.

8. RESPONSIBLE FINANCE OFFICER'S REPORT.

A] REVENUE (inc. VAT where appropriate):

The Clerk reported the following income had been received since the last meeting:

Deep South Festival	125.00
Searches	200.00
Edmonds	25.00
Hameston	25.00
M Benham	40.00
Callin W	<u>40.00</u>
	130.00

B] ACCOUNTS FOR PAYMENT (inc. Vat where appropriate)

The following accounts for payment were agreed:

Jones Services (August) Refuse collection <i>*paid</i>	3,587.16
Jones Services – Hedge Cutting	378.00
DoI Tipping Charge – August	4,495.00
DoI Tipping Charge – July	4,616.31
MUA – lighting maintenance	1,903.92
S Booth - grass cutting – August	1,010.00
Lawn & Order – repair fence & fit extinguisher	65.00 in the Trust
Douglas BC 10 bins + delivery (recharge £231.53 to Rushen PC for 5 bins)	463.06
Douglas BC 20 bins + delivery	884.02

Manx Telecom phone – September (letter prepared cancelling DD)	<i>*Direct Debit</i>	59.84
MUA – Christmas Tree lights		16.42
Bank Charges	<i>*paid</i>	19.19
Ian Lowey – 5 month salary		2,750.00
£8,250 x 5/12 = £3,437.50 less £687.50 ITIP		
NI & ITIP – employer’s contr.		1,052.60
5 x £73.02 = £365.10 NI employer cont £687.50 ITIP		
IoM Post – postal redirect – reimburse interim Clerk		70.00
Cards from Manx Wildlife – reimburse Chair		8.80
Beautiful Blooms Ltd – reimburse Chair		55.00
Grant Thornton – professional services		1,716.00
Southern Local Authorities Swimming Pool Board		4,064.60

C] Other Finance Matters

- a) Rates debtors – there was nothing to report on this matter.
- b) 16/17 Annual Accounts and representation letter – the Commissioners carefully considered and agreed the annual accounts and representation letter, having been proposed by Mr Cowin and seconded by Mr Cringle.

9. FINANCIAL SITUATION

Balance on last statement – 1st September 2017

Current Account	145,836.86
less payments after 31.8.17	<u>584.84</u>
	145,252.02

10. CORRESPONDENCE

- a) DoI Public Transport – 5yr Service Review – it was agreed that the Clerk would respond on behalf of the Commissioners requesting free school travel to Arbory school and a responsive community transport system be considered and offering support for illuminating bus shelters.
- b) Letter from PSM Commissioners regarding the Southern Civic Amenity Site – this was considered during item 5.
- c) DoI Housing – invitation to quarterly meeting – the Clerk reported on the meeting which had been held the previous evening.
- d) Consultation regarding Single Resident Record Consultation – also titled ‘Smarter use of your data to improve government services’. It was agreed that there would be no formal response but individual responses would be sent from Commissioners.
- e) Consultation on the Safeguarding Bill 2017 – it was agreed that no formal response would be sent.
- f) Letter from PE Commissioners offering sincere condolences – this was noted with thanks.
- g) Letter from Mrs Sewell – the Commissioners agreed to consider other possible locations for the bench referred to by Mrs Sewell and the Clerk would reply to this effect.
- h) Letter from Minister Harmer re means testing – this was noted by the Commissioners.

11. PLANNING MATTERS

A] Planning Applications:

- a) 17/00989/B Ballaquinney Cottage, Ronague, Mr & Mrs Denard. Conversion of conservatory roof from glass to slate – the Commissioners considered the application and had no objection to it.

B] Planning Approvals - None

C] Planning Refusals - None

D] Completion Certificates

The following Completion Certificates were noted.

- a) 17/07126/DEX Reayrt Aalin, Glen Road. Mr and Mrs Paul Allinson. 21st August 2017.
- b) 98/07060/DEX Ballavere Cottage, Main Road, Colby. Judith Ellen Brown. 14th August 2017.
- c) 15/07343/OR Outbuildings Ballachrink, Glen Road. Mrs Hilary Costain. 30th August 2017.

E] Planning appeals

- a) Ballacubbon Appeal – the Commissioners considered this and agreed that there was no need to attend the appeal hearing.

F] Other Planning Matters

- a) Email of plans for Glenfield House, Glen Road – the Commissioners reviewed the plans which had been emailed to the Clerk and while they could see no grounds for objection, reserved their judgement until such time as a planning application was made.

12. ANY OTHER BUSINESS

- a) Southern Multi Agency Community Partnership Meeting – it was reported that there had been a good meeting the previous day. A new Sergeant, Sgt John Dale had been appointed to the southern team in mid July. The next meeting would be held on 28th November 2pm at Port St Mary.
- b) Christmas preparations – the Commissioners agreed to discuss this at the next meeting.
- c) Data Protection and Storage and e-mail – it was agreed that the Clerk report would email a proposal to the Commissioners in advance of the next meeting.
- d) Website – the Chair reported that she and the Clerk had received training on updating the website.
- e) Private Sessions – the Commissioners considered the need for such sessions and agreed that they would avoid private sessions as far as possible.
- f) Action List – the Clerk explained that he would try to prepare such a list for the new Clerk to help ease them into the new role.
- g) New bin deliver – new bins had recently been delivered but one set of wheels was missing. It was agreed that the Clerk would approach the supplier for a set of spare wheels
- h) It was agreed to get the Green in Ballabeg swept and cleaned.
- i) DoI highways ‘to do list’ – it was agreed that the Clerk should chase up any outstanding actions.

13. DATE OF NEXT MEETING Wednesday 25th October 2017

14. APPOINTMENT OF NEW CLERK

The Clerk left the meeting at 11.15 p.m.

The board discussed the draft advertisement for the new clerk prepared by the Chair. The members accepted the content and that it should be placed in the 3 local newspapers, on the Parish website and Job Centre. The Chair agreed to book the advertisement, keeping it as small as practicable.

The Commissioners then discussed the draft Contract for the Clerk prepared by the Chair. Details were agreed by the Board - except for the Remuneration and Hours. The Chair agreed to research rates paid to other Clerks on the Island and report back to the Board before the draft was confirmed.

It was also agreed that the Job description would cover work done for Arbory Commissioners relating to the Cooil Clague Briscoe Trusts.

The meeting ended at 11.45 pm