

**MINUTES OF THE ANNUAL GENERAL MEETING OF BRADDAN PARISH
COMMISSIONERS**

**held in the Commissioners' Office, Close Corran, Union Mills, Braddan at 2pm on
Thursday 2 May 2019.**

In Attendance:

Mr A Jessopp	Chairman
Mr N Mellon	Vice Chairman
Ms C Corkill	
Mr J Quaye	
Mr D Dentith	
Mr J C Whiteway	Clerk
Miss M J Radcliffe	Deputy Clerk and Finance Officer

AGM19/01 Welcome by the Chairman

The Members were welcomed to the meeting by the Chairman.

AGM19/02 Apologies for absence

There were no apologies received.

AGM19/03 Issue of Summons / Agenda

It was noted that all members had received Summons/Agenda at least three clear days before the date of the meeting.

AGM19/04 Minutes of Previous Meeting

The Minutes of the 2018 AGM, which had been previously approved, were noted.

AGM19/05 Chairman's Report

Last year I started by mentioning external issues affecting the island and issues like Brexit are still on the agenda. However, perhaps a more pressing issue is that of climate change.

I said that as a local authority we may have to take a lead on certain matters as there would likely be reluctance on the part of Central government to tackle things in a time scale that was appropriate; Climate change being one.

As a board we have recognised potential threats to not only the local authority but also the wider community and we have agreed it is an issue we must consider in any future decision we make. It is not going to be an easy challenge to deal with but I am confident we will be up to the task.

I am glad to report the sale of Cronkbourne Village was finally completed earlier this year. I'm disappointed it took so long to resolve but it's time now to look to the future.

We have commenced work on the replacement housing, Mullen Doway and I look forward to their completion in 2020. We have attempted, without spending excessively more money, to future-proof the development and make it as sustainable as reasonably possible. Our decision to avoid the use of oil or gas on-site for heating or cooking is a template for other housing authorities to follow. It is my hope that no more oil or gas boilers are fitted in our housing and a switch to more sustainable forms of heating and energy conservation will become the norm.

Progress on the Strang Corner Field development has continued at a slow pace but at least we are now at the tendering stage. I very much hope by this time next year work will have commenced on the project on site. This may be despite attempts by certain national politicians to remove commercial rate collection from

the local authorities which, if the proposal goes ahead, could adversely affect Braddan ratepayers. We will continue our objections to the proposal along with many other authorities including Douglas Corporation and Malew Commissioners.

There have been yet further delays to the commencement of the Public Inquiry for the Area Plan for the East. The inquiry is now set to start in September and the Commissioners will be making representations at that inquiry. It remains our view, among others, that much of the proposed zoning is premature and that certain areas particularly along the Peel Road corridor should be rezoned as predominantly residential.

Traffic issues continue to be of concern to many of our residents. We always take note of residents' concerns and when the evidence points to their being an issue that requires action the Commissioners will do whatever they can, within the powers they possess, to try and resolve the issue. The Commissioners fully support the introduction of safe crossing points and other safety measures on busy roads where the demand is justified.

We are also committed to keeping the roadways and pavements clean and clear of debris whenever possible. However, environmental impacts providing the service will have to be taken into account in any future decisions.

Getting the waste collection service up to the level we had expected continues to present a challenge. We are hoping to make further improvements to the service during 2019 and we are pleased the Creamery has agreed to a pilot scheme to collect their new cartons and other tetrapaks for recycling.

It is good to see the use that Cronk Grianagh Park is achieving and with that in mind the Commissioners have agreed to invest in further facilities including the first public toilets for Braddan. I am sure when all the work is completed the park will be a facility that we can all be proud of. Hopefully it will provide a pleasant environment for residents of all ages to enjoy.

There are undoubtedly lots of other things I could speak about but I always prefer to keep things brief, so I would like to finish by thanking my fellow Commissioners and hard-working staff for all their efforts over the last year.

AGM19/06

Clerk's Report

Yet another busy year with lots of things happening, some of which are of great significance to the Authority.

A consistent theme throughout the year was dealing with the sale of Cronkbourne Village. The ownership of the surrounding lands put a real spanner in the works, and we were made to work hard to keep the sale going.

Whilst frustrating, some aspects were very interesting. Rather than going through a protracted application for possessory title application for the roadway, detective work by the staff led us to the direct descendants of the Moore family who actually built the village in the mid eighteenth century. The shock of the Moore Family finding out that they still actually owned a piece of the Village was met by our shock that we were able to track them down!

Eventually everything fell into place and in the last few weeks of the tax year the sale was completed.

The Millennium Close houses were upgraded at the start of the year with new level access bathrooms fitted.

We actually started the year with a major refurbishment of the Cronk Grianagh

park play equipment and matting. It has produced a great result with the refurbishment saving many thousands of pounds by not having to buy new equipment. Recycling at its best!

We resurrected the principle of contracting a Clerk of Works for overseeing some of the more expensive projects, rather than appointing a consultant, and that worked well.

The roof on the Memorial Hall was repaired and it was painted inside and out.

We started our second year of the contract with our new waste contractor and whilst standards were still a concern, there had been an improvement.

The roadway at Jubilee Terrace Road was re-laid and that has been a great improvement.

In May the General Data Protection Regulations came into effect and this requires quite a bit of work for the staff to ensure the Authority meets all the standards required to meet the legal requirements. We have produced Privacy Statements, reviewed our Complaints procedures, established a records Retention Policy just to name a few. It's a continuous ongoing exercise, and the Commissioners benefitted from some training from Evolution Accounting with more training to be put in place as required.

In August we entered into a contract with Douglas for road sweeping. This was a more co-ordinated approach with a regular pattern of cleaning arranged, which, whilst more expensive than previous years, our Parishioners will be able to see the benefit of the contract. The schedule, when all the teething problems have been ironed out will be available on our website.

What was identified was that some areas of the roads were heavily laden with mud that the road sweeper cannot be effective on. This will require a separate tidying up programme and that was included in the estimates for the following year.

Mr Jim Tarzey from Pegasus Planning Group was appointed as our Town and Country Planning consultant to help with the Eastern Plan and he assisted in the Commissioners in producing their response to the consultation document. In their response the Commissioners first questioned the need for additional houses in the East. They do not support major greenfield site developments in the parish, whilst supporting some smaller developments to enhance the village settings. They felt the emphasis should be placed on the development of brownfield sites in Douglas

October saw the tender documents issued for the Snugborough Farm project. The bids were opened in December with 24 two bed units and 6 one bed units the successful bid from Cedar Development was £4.1m. Work commenced in March 2019 and is to be completed by September 2020.

The open storage area at Unit 41 Snugborough Trading Estate was sold and a newer, more appropriate for our needs, covered unit was purchased at Middle Park Industrial Estate.

The Commissioners made their own contribution toward the celebration of the 100th Anniversary of the cessation of fighting of WW1. Silhouettes of soldiers, ceramic poppies (one for each fallen soldier from Braddan) were displayed at the Memorial Hall on Armistice Day and a memorial bench installed in December.

In December at a meeting with the DoI the Commissioners raised their concerns

CHAIRMAN'S
INITIALS

over the very poor standards of roads and drainage, picking up specific areas. But very little activity was noted by the end of the year.

After feedback from Parishioners, the lighting regime on Strang Road was changed to having lights being switched on at night and again in the morning for the benefit of pedestrians, particularly children who use that route.

The second Christmas tree was installed at the Hospital Roundabout and we received very positive comments from road users and passers-by.

Strang Corner Field had seemed to come to a grinding halt and we found out that the use of the Hall and the need for a sprinkler system had stopped it at Building Control. With the Commissioners determined to make the Hall as multi use as possible, the decision to install a sprinkler system was made and tenders were expected to go out at Easter.

The Cabinet Office released its consultation on Rates Reform and Modernisation which threatened the removal from local authorities of the commercial rate income. This is a serious concern to the Parish and thankfully with other authorities the proposal has been challenged.

The estimates meeting took place in January with some exciting proposals being forward such as :

- Increased promotion of the recycle service
- the purchase of recycle boxes on trolleys to see if this would improve the response and take up of the scheme
- Repairs to skate park and BMX track
- Clean-up of roadways
- Playground matting for Snugborough and Clybane parks
- Master plan for Grianagh Park being set up and a toilet block being built
- And more Christmas lights.

The total cost for these schemes could be in the region of £250k, this being met from rate income and reserves, so it could be a very exciting and productive year.

In February the Board decided to name the Snugborough farm project, Mullen Doway which recognises the former name of Union Mills.

Also the Commissioners were approached by Santon Commissioners to ask if they would assist in providing a Data Protection Officer in the light of the impact of the new Data Protection legislation. Obviously, in the spirit of establishing closer working relationship with the neighbouring authorities, they were delighted to oblige.

Finally, with the sale of Cronkbourne Village and the turf cutting for Mullen Doway on 21st March, and a decision on Strang Corner Field coming ever much closer, I hope it will the end of one era and the commencement of another.

AGM 19/07

Annual Financial Report – Year ending 31 March 2019

This financial year started with a balance of £12,274,875 in our reserves, of which £1,082,898 is held in the general revenue fund and £151,330 in the housing repairs reserve.

The accounts for the year ending March 2019 are in the process of being drafted and are not yet in a stage to enable me to declare indicative figures for the year end. In the coming weeks I will be working with the support of Ian Begley from SMP to pull the accounts together. In June the Board will be asked to consider

drafts of the Financial Statements before they are issued to the Auditors Grant Thornton who is due to start the Audit testing on 1st July. This year we have the added challenge of asset valuations, which are carried out every 5 years, and the sale of the properties at Cronkbourne Village.

Our Internal Auditors Evolution Accounting have examined some interesting themes in the year including, GDPR Compliance of Data Entry forms, Byelaws, Housing Stock Transfer and The Rate Setting Process, and we are working our way through the recommendations from the reports to address the issues raised.

The Parish Rate remained at 200p in the £. The Parish Rate Book has grown by the addition of 24 new properties, 7 of which were new homes. The Rateable value of the Parish has increased by 18,087 resulting in an increase in income of £36,174.

The General Rate fund started the year with an arrears balance of £956 brought forward, unfortunately £400 still remains at the year end, but we are continuing to pursue recovery from the two ratepayers concerned. At March 2019 the balance carried forward for rates was a credit of £726 made up of £2,958 in arrears and £3,684 of rates paid in advance. The arrears equate to 0.27% of the total rate due for the year and arise from 8 properties, which we are continuing to pursue for recovery.

In the year allowances of £16,573 have been granted to 12 separate charities under Section 74 of the Rating Act.

The rent increase for the year was 3.1% the average rental value of our properties is £100.49. Rent arrears at the year-end amounted to £2,361 and relate to just six accounts, four were late payers, but the remaining two have payment plans set up and are paying as agreed.

There were high numbers of void properties this year with 31 properties spending a total of 1,348 weeks void in the year, 25 of these properties are being held void at Cronkbourne pending sale, and a further property at Snugborough Avenue pending demolition these properties account for 1,276 void weeks. The remaining 5 properties spent an average of 14.4 weeks vacant. The total loss in rental income amounts to £111,099. The total budget spent on maintenance of Void properties was £31,509 an average of £1,260 per property. Salary costs for the year increased by £6,900 due to pay increases being awarded in line with the Public Service Commission.

The authority has a dedicated team of 5 staff, who collectively have 84 years of experience. Three members of staff are on the out of hours on-call rota and between them they received 32 call outs in the year, 56% of which were on a Saturday and Sunday, 81% of which related to housing matters. Days lost to sickness absence in the year amounted to 28.5.

Our five Board members have had a busy year; there were 20 board meetings with an average meeting length of 3hrs. Between them the five Members claimed attendance allowances covering 423 hours of meetings of which 69 hours was spent preparing, reading and researching, and 262 hours in Board meetings, 91 hours spent attending the other meetings, seminars and events. This equates to an average time commitment of 7 hours each a month.

Domestic waste disposal charges at the EFW increased to £82.87 per tonne; and commercial waste disposal rate increased to £173.12 per tonne. The Parish disposed of 367 tonnes of commercial waste and 1,125 tonnes of domestic waste. Domestic waste shows a reduction of 109 tonnes over the previous year. The Kerbside Collection service collected 87 tonnes of recyclable waste; an

increase of 3 tonnes on the previous year. The average weight per household is 64kg. The total was made up of 34 tonnes of paper and card (2018: 37 tonnes), 34 tonnes of glass (2018: 36 tonnes), 10 tonnes of plastics (2018: 5 tonnes), and 9 tonnes of steel and aluminium (2018: 5 tonnes). Recycling accounts for just 7% of all the waste disposed by the residents of Braddan, but we continue to work towards a target of 14%, encouraging recycling wherever possible.

AGM19/08**Election of Officers**

The Chairman vacated the Chair and the Clerk invited nominations for the Chairmanship of the Authority for the Municipal Year commencing 2nd May 2019.

a. To elect a Chairman for the 2019/2020 Municipal Year

Mr Jessopp was nominated by Mr Mellon and the nomination seconded by Mr Quaye

There were no further nominations and Mr Jessopp was elected by unanimous vote.

Mr Jessopp thanked the members for their support and assumed the Chair.

b. To elect a Vice Chairman for the 2019/2020 Municipal Year

Mr Dentith nominated Mr Mellon and the nomination was seconded by Mr Mellon.

Mr Quaye nominated Miss Corkill and the nomination was seconded by Mr Jessopp

There were no further nominations the matter was put to the vote. With three votes in Miss Corkill's favour she was duly elected to the post of Vice Chairman.

c. To elect two representatives to serve on the Richmond Hill Consultative Committee

Mr Jessopp was nominated by Mr Quaye and the nomination seconded by Miss Corkill.

Mr Dentith was nominated by Mr Jessopp and the nomination seconded by Mr Quaye.

There were no further nominations and Mr Jessopp and Mr Dentith were elected by unanimous vote.

d. To elect a representative to serve on the Eastern Civic Amenity Site Committee

Mr Dentith was nominated by Mr Jessopp to attend the ECAS Committee meetings and the nomination seconded by Miss Corkill.

There were no further nominations and Mr Dentith was elected by unanimous vote.

e. To elect a representative to serve on the Municipal Association

Mr Mellon was nominated by Mr Jessopp and the nomination seconded by Miss Corkill.

There were no further nominations and Mr Mellon was elected by unanimous vote.

f. To elect five representatives to serve on the Public Inquiry Committee

It was **unanimously resolved** that all the Board members would serve on the Public Inquiry Committee.

g. To elect a representative to serve on the Braddan Endowment Fund

Mr Mellon was nominated by Mr Jessopp and the nomination seconded by Mr Quaye.

There were no further nominations and Mr Mellon was elected by unanimous vote.

AGM19/09 Register of a Members Financial and Other Interests

The Clerk distributed new forms to all those present.

AGM19/10 Attendance Allowance and Travelling Costs Policy

It was **unanimously resolved** that no member would charge an attendance allowance fee for attending Civic Sundays as they were a social gathering.

It was further **unanimously resolved** to continue with the Policy of not charging travelling expenses and not to claim for broadband charges.

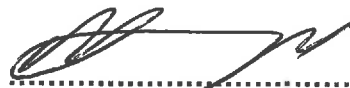
AGM19/11 Motions for discussion

There were no motions for discussion.

AGM19/12 Any Other Business

There were no matters for discussion.

There being no further business, the meeting closed at 2.45pm.



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Signed

23/5/19

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Date