



Jurby Parish Commissioners

Barrantee Skeerey Yurby

Mr Phil Gawne

Interim Clerk to Jurby Parish Commissioners

Lamode, Ballakillowey Road

Rushen

IM9 4BP

MINUTES

Meeting of the Jurby Parish Commissioners held on 9 August 2021 at 7.30pm Parish Hall Bretney Road Jurby.

Present: Ms K L Charman (KLC) (Chair), Mr L Quaggin (LQ) (Vice Chairman), Ms L J Kennedy (LJK), Ms S-J Melvin (SJM) and Mr D Hope (DH).

In attendance: The Clerk, the former Chair Mrs Kerrison, former Commissioner Mrs Garner and four other members of the public.

21:01 Opening of regular business, introduction of new Members and taking of Oaths.

ANNUAL GENERAL MEETING

21:02 Ms Charman was elected Chair for the new year.

21:03 Mr Quaggin was elected Vice-Chairman for the new year.

21:04 The following appointments to Committees/Boards were agreed:

- Northern Local Authorities Swimming Pool Board - 3 YEAR TERM - LQ appointed.
- Northern Civic Amenity Site Committee - 2 YEAR TERM DH appointed.
- Ramsey and Northern Districts Housing Committee - 3 YEAR TERM – KLC appointed.
- Northern Parishes Refuse Collection Board - 4 YEAR TERM - SJM appointed.
- Northern Traffic Management Group Committee - 1 YEAR TERM - LJK appointed.
- Northern Policing Team – no appointment made

The Local Government Unit will be notified of these appointments.

In the absence of any continuing Commissioner from the previous Board, the Chair invited the former Chair to address the meeting. Mrs Kerrison explained a bit about the history of the Commissioners, discussed the radical shift over recent years from paper to digital business after the recently departed Clerk, Mrs Cannell, took over from previous Clerk who had served for 47 years. Mrs Kerrison explained some of the difficulties faced by the Commissioners due to Covid and that the Facebook page had been a good way of communicating with the public during this difficult time. The previous Commissioners had lobbied for speed limits, housing, road improvements, the hub and much more but the pace of change can be frustratingly slow. Mrs Kerrison made clear that she would be happy to talk to any of the new Commissioners who need advice on past business and expressed her deep thanks to both Mrs Garner and Mrs Cannell for their invaluable contributions to Jurby Parish Commissioners.

ORDINARY MEETING

21:05 The Commissioners considered and revised their **Standing Orders**. (See appendix 1). It was agreed that a further review of standing orders would be undertaken once the new Clerk had been appointed.

21:06 The **Minutes** of the last monthly meeting held on 14/6/21 were considered and agreed

21:07 **Matters arising** from the meeting held on 14/6/21.

01 Gulley cleaning contract – the exact responsibility and siting of gullies is to be sought.

02 Email 2/6/21 Defibrillator to be sited in public toilets: to confirm with A Quaggin.

03 Email 2/6/21 Jurby BMX Track- deferred until firm plans arranged.

Points 01 to 03 were raised - Interim Clerk will update the Board at the September meeting following discussion with the Administrator.

21:08 Correspondence

- 01 NCAS Email 16/6/21 & 5/8 – the Administrator will forward details to the appointed committee member.
- 02 DOI letter 23/6/21 – waste bins on Public Rights of Way – this was agreed in principle. The Clerk confirm this with the DoI.
- 03 Email 8/7/21 Public Libraries Consultation. This was briefly considered by the Board. The Interim Clerk agreed to forward the response submitted by Arbory and Rushen to the Board's consideration.
- 04 Email 8/7/21 Northern Swimming Pool – the Administrator will forward details to the appointed committee member.
- 05 Email 20/7/21 The Tynwald Commissioner for Administration Report – this was noted.
- 06 Email 21/7/21 Play area inspection September 2021 & invoice – this was agreed and the Administrator will confirm this with the supplier.
- 07 Letter 22/7/21 Poppy Appeal permit for street collection – this was agreed and the Administrator will confirm this with the Legion.
- 08 Email 27/7/21 Guide about the work of the Municipal Association. The Board considered joining and agreed in principle subject to the Clerk identifying the cost of membership.
- 09 Emails 29/7 & 4/8 LG Handbook and training plans. The Board considered this and agreed that training on GDPR, Compliance, Tendering and Procurement, and understanding the Financial Statements would be most useful - the Administrator will forward this to the DoI.
- 10 Email 2/8/21 MEA street light column testing and costs. The Board supported the decision taken by the previous Board and LJK reported a lighting column which is in a poor state of repair. The Interim Clerk agreed to report back to the MUA on both matters.
- 11 Email 3/8/21 Remedial costings for alarm & emergency lighting at Jurby Hall – the Board considered this, agreed that the works should proceed and that the Administrator will confirm this with the supplier.

21:09 Planning

- 01 Letter 17/6/21 DEFA – Approval Agricultural building – Loughan Farm – this was noted.
- 02 Letter 24/6/21 CABINET OFFICE – Appeal against refusal of planning in principle-erection of dwelling Field 210313 adjacent to Ballakeenan Beg – this was noted.
- 03 Application for a Certificate of Lawful Use of Development-Field no 21123 Sandygate Cross Roads – the Commissioners consider this application but had no comment to make.
- 04 Email 14/7/21 DEFA-Regularisation certificate – 7 St Patricks View – this was noted.
- 05 Email 15/7/21 Highways Regulations Officer – speed limit order & plan – the Commissioners considered Order and agreed that it is a positive step. The Commissioners remain concerned about speeds on the Bretney Road near St Patrick's View and asked that the Administrator find out more about the speed tests recently conducted on the road.
- 06 Email 19/7/21 DEFA – amended plans re 23 dwellings – Field 210401 - Ballagarraghyn, Bretney Road. The Commissioners considered the amended plans and agreed to support the comments made by the previous Board that the development should only commence once an adequate water supply is provided to the area. The Board also expressed continuing concern over speed on the Bretney Road. While acknowledging the work undertaken by the developer to improve visibility where the estate road joins the Bretney Road, the Board felt that more needed to be done by the DoI to design out excessive speed on the Bretney Road.

It was further agreed that the Interim Clerk should write to DoI Public Transport to request that the bus stop is moved further west from its location just west of the entrance to Bretney estate.

- 21:09/7 Email 3/8/21 Planning and Building Control – Residential Design Guide updated – see link <https://www.gov.im/media/1364546/residential-design-guide-july-2021.pdf> – this was noted.

21:10 Parish Garden Competition – (carry forward to July 2022) – this was noted.

21:11 Accounts

01 Payments and receipts made for July were considered and approved in private session.

02 The Financial Statements for the year ending 31 March 2021 were considered and approved, and signed off by the Chair and Interim Clerk.

03 The following resolution was made by the Board and IoM Bank mandate signed.

It was resolved that:

3.1 A banking relationship will be maintained with The Royal Bank of Scotland International Limited trading as Isle of Man Bank (the Bank) and that this Mandate will apply to all existing and future Accounts of the Customer with the Bank.

3.2 The Authorised Signatories are the individuals identified in Section 5, or on a separate Authorised Signatory list, as amended from time to time.

3.3 The Authorised Signatories may, in accordance with the Signing Rules in Section 4 or as set out on a separate Authorised Signatory list, on behalf of the Customer:

3.3.1 Sign cheques or give instructions for Standing Orders, Direct Debits, banker's drafts and other payments from the Accounts, even if it causes an Account to be overdrawn or exceed any limit.

3.3.2 Sign, accept or endorse bills of exchange or other orders and give instructions for discounting inland or foreign bills.

3.3.3 Close Accounts with credit balances.

3.4 The Authorised Signatories identified in the Signing Rules for unlimited amounts may, in accordance with the Signing Rules, on behalf of the Customer:

3.4.1 Open new Accounts with the same Signing Rules and Authorised Signatories and agree the Account terms for Accounts.

3.4.2 Give instructions for the issue of Letters of Credit, Bonds or Guarantees.

3.4.3 (i) Approve and sign any agreement with the Bank for the Customer to use the Bank's electronic banking service, SWIFT or other electronic means to instruct the Bank to make payments or open and operate the Accounts, or otherwise to communicate with or instruct the Bank; (ii) accept the relevant electronic banking or other Terms or agreement; and (iii) agree and sign or accept any other document required for the provision of an electronic banking or communication service.

3.4.4 Receive, and authorise others to receive, the security devices in relation to the operation of electronic banking.

3.4.5 Appoint electronic banking Administrators and Payment Authorisers or Authorised Users who have important payment and other powers in relation to the Customer's use of electronic banking, including (in some systems) the appointment of other Authorised Users with authority to create payments or transactions and setting their limits. The Authorised Signatories may appoint themselves.

Any existing electronic banking or communications agreement and the appointment of electronic banking Administrators, Payment Authorisers and Authorised Users, will continue until the Authorised Signatories request any changes.

3.5 Any of the Authorised Signatories may, on behalf of the Customer:

3.5.1 Give other instructions to or request information from the Bank in relation to the Accounts.

3.5.2 Give instructions to close Accounts with nil balances.

3.5.3 Give instructions to withdraw securities, documents or articles lodged for safe custody.

3.5.4 Request that an Account be removed from or added to electronic banking.

3.5.5 Request the removal of electronic banking Administrators, Payment Authorisers and Authorised Users.

3.6 The Bank may accept instructions that do not have an original written signature if the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.

3.7 Any Authorised Representative of the Customer may give notice to the Bank to change any Signing Rules in Section 4 or as set out on a separate Authorised Signatory list, and/or add or remove an Authorised Signatory in Section 5 or the separate list.

3.8 The Customer accepts that the authority for entering into foreign exchange and money market deposit transactions (other than through electronic banking) is not governed by the terms of this Mandate.

3.9 The Customer accepts that if a winding up petition is presented against the Customer, the Bank may refuse to make payments out of the Accounts.

3.10 The Customer will keep the Bank informed of any changes to the Authorised Representatives of the Customer.

3.11 This Mandate will continue until the Customer gives the Bank a replacement Mandate.

04 Fidelity Insurance for new clerk – it was agreed that the Interim Clerk and Administrator should consider the best way to provide this and report back to the next meeting.

05 Hire costs for Parish Hall – these were noted

06 Various invoices had been authorised for payment earlier in the meeting and invoices for Prospero Group and the MUA were also approved for payment. It was noted that the Administrator was querying the MUA invoice and provided it is correct the Board agreed it should be paid.

07 It was agreed that the Board wished to review the contracts of employment for the existing staff and contractors at the next meeting.

21:12 Any other business.

a) Boundary sign demolished by accident – it was noted that shortly after the sign had been erected it had been destroyed in a road traffic accident the Board requested that the Administrator and Interim Clerk endeavour to find out from the police who was responsible for the accident.

b) Wifi – it was agreed to consider at the next meeting how best to introduce WiFi to the Parish Hall.

Date of Next Meeting – Monday 13th September 2021

Meeting closed at 10.52 pm

Phil Gawne
Acting Interim Clerk

Appendix 1

JURBY PARISH COMMISSIONERS

Standing Orders

1. To meet on the second Monday in the Month at 7pm in the Parish Hall, Bretney Road, Jurby.
2. Any 3 Members to form a Quorum.
3. All payments to be approved by the Board at the monthly meeting prior to any payment being made. Any 2 Members plus the Clerk to sign any cheques or bank mandate. The former Clerk, now Administrator, will continue to make approved payments via online banking as directed by the Clerk.
4. The Clerk to consult with the Chairman on any plan/s that require a reply before the next Monthly meeting and if considered necessary, the Clerk to consult other Members, but if the Chairman and Clerk consider such plan/s to be so controversial, the Clerk shall call an Extra-Ordinary meeting to consider such plan/s.
5. Persons making complaints to be advised to follow the Jurby Parish Commissioners' Complaints Procedure.
6. In relation to the procurement of goods and services the Commissioners will follow the relevant sections of the DoI model standing orders
7. It is agreed that Jurby Parish Commissioners are a corporate body and all decisions are to be made collectively, unless authorisation has been previously granted by the body to any Member.
8. Where a matter arises not covered by these Standing Orders, the Board will as far as practicable follow the model standing orders provided by the Department of Infrastructure, at https://www.gov.im/media/324551/model_standing_orders.pdf.