



# ST ATHAN COMMUNITY COUNCIL



## Minutes

**Full General Council Meeting of 3<sup>rd</sup> December 2025 at 7pm**  
Council Chambers, Old School Hall, Church Lane, St Athan, CF62 4PL

	ITEM	LEAD
3265	<b><u>Welcome</u></b> The Chair welcomed all those attending the meeting.	Chair
3266	<b><u>Attendees</u></b> Cllr S Toker Cllr R Eustace Cllr D Willmot Cllr/County Cllr J Lynch-Wilson County Cllr S Haines Cllr L Davies Cllr P King-Remote Cllr C Rhodes-Matthews-Remote Cllr D Roberts-Remote	Chair
3267	<b><u>Apologies for absence</u></b> Cllr H Cleave Cllr K Manfield	Clerk
3268	<b><u>To receive declarations of Interest</u></b> Cllr J Lynch-Wilson, to speak and vote on topics related to the VOG Council's Reshaping Programme and as Chair to the PLCC.	Chair
3269	<b><u>To confirm minutes of the last general meeting held on the 4<sup>th</sup> November 2025.</u></b> That subject to agreed amendments, the minutes of the General Meeting held on 4 <sup>th</sup> November 2025 be accepted as a true record of proceedings.  PROPOSED: Cllr Eustace SECONDED: Cllr Willmot	Chair
3270	<b><u>To consider any matters arising from those minutes</u></b> None	Chair
3271	<b><u>Standing Orders Suspension</u></b>  PROPOSED BY: Cllr Lynch-Wilson SECONDED BY: Cllr Eustace  Members of the public were invited to speak. Vicky Lang, representing <i>Need to Feed</i> , delivered a short presentation outlining the scheme. Cllr Toker offered to support the promotion of the scheme via the Council's social media platforms and website. Vicky agreed to email the Proper Officer with full details of the scheme and to submit a formal request for funding for inclusion on the agenda of the next Council meeting for consideration.  REINSTATE STANDING ORDERS PROPOSED BY: Cllr Toker SECONDED BY: Cllr Eustace	Chair

	<p><b><u>Adopt Local Resolution Protocol (Internal complaints Policy)</u></b>  Cllr Toker confirmed that all attending Councillors had read the document.  Cllr Rhodes-Matthews suggested the following amendments:</p> <ul style="list-style-type: none"> <li>• Part 5, Stage 2: Include protocol for situations where the Chair or Vice-Chair is conflicted.</li> <li>• Part 5, Stage 3: Clarify what constitutes a mediator.</li> <li>• Part 6: Include provision for an independent note-taker.</li> </ul> <p>It was RESOLVED that, subject to these amendments, the Council adopts the Local Resolution Protocol.</p> <p>Decision: Carried.</p> <p>PROPOSED BY: Cllr Rhodes-Matthews  SECONDED BY: Cllr King</p>	Proper Officer
3272	<p><b><u>Adopt Protocol on Member Officer Relations</u></b>  Cllr Toker confirmed that all attending Councillors had read the document.</p> <p>It was RESOLVED that the Council adopts the Member Officer Relations Protocol.</p> <p>Decision: Carried.</p> <p>PROPOSED BY: Cllr Eustace  SECONDED BY: Cllr Lynch-wilson</p>	Proper Officer
3273	<p><b><u>Crime Statistics</u></b> -See Appendix B</p> <p>Information provided by PCSO Angela Stone who sends her apologies for not attending the meeting.</p> <p>The Council expressed concerns regarding the trends observed in the data. Cllr Rhodes-Matthews will send an email with specific questions for PCSO Stone, which the Proper Officer will forward.</p>	Proper Officer
3274	<p><b><u>Correspondence</u></b> – See Appendix C</p>	Proper Officer
3275	<p><b><u>Chair's Report</u></b>  Cllr Toker confirmed that she attended the following events and activities:</p> <ul style="list-style-type: none"> <li>• Christmas Market at the Gathering Place, organised by the Council – 15th November 2025.</li> <li>• Christmas Market at the Paul Lewis Community Centre, organised by the PLCC – 29th November 2025.</li> <li>• Christmas Lights Switch-On event, organised by the Council – 29th November 2025.</li> <li>• Tidied the monument wreaths, removed the poppy wall from the bus shelter, and removed all poppies from lamp posts.</li> <li>• First CAWG meeting, which was well received – 21st November 2025.</li> <li>• Cllr Toker confirmed that she has been in touch with the VoG regarding replacing the bench near the war memorial. The VoG has responded that they prefer a new bench to be placed near St Johns View using s106 funds. Cllr Toker suggested locating the bench in the top of the dip near St Johns View. A general positive consensus was received from the Council. Cllr Toker will continue discussions with the VoG.</li> </ul> <p>Upcoming Attendance:</p> <ul style="list-style-type: none"> <li>• Gathering Place Round Table – Friday 5th December 2025.</li> <li>• St John Council for Cardiff and the Vale Annual Carol Service – Sunday 7th December 2025.</li> </ul>	Chair

<b>INCOME</b>	<b>NOV</b>
BALANCE B/F	£15,871.37
Rustic Roots -Rental	£1,000.00
Rustic Roots Electricity	£363.82
Vale Council - Precept	
Christmas Market TGP stallholders	£40.00
<b>INCOME TOTAL</b>	<b>£1,403.82</b>
<b>TOTAL</b>	<b>£17,275.19</b>

**EXPENDITURE**

<b>ADMINISTRATION</b>	<b>NOV</b>
Annual - Website	426.00
Proper Officer -Salary	£2,366.16
Proper Officer - HMRC	£964.94
Proper Officer - Training	£420.00
Councillor - Attendance Remuneration	£160.00
Councillor - Training	£42.00
Microsoft - software	£11.52
Microsoft - storage	£1.99
Scribe software	£538.80
Office Equipment & Furniture	£220.41
Telephone and Broadband-OneCom	£48.00
Mobile Phone	£7.95
<b>TOTAL</b>	<b>£5,207.77</b>

<b>BUILDING AND OUTSIDE AREA</b>	<b>NOV</b>
Business Rates	£258.00
Electric Supply	£332.47
Surveyors fee	£360.00
<b>TOTAL</b>	<b>£950.47</b>

<b>WARD</b>	<b>NOV</b>
Feeder Pillar x 2	£45.86
Gathering Place Joint Project	480.00
Grass Cutting	£232.80
Remembrance Sunday booklets	£99.00
Xmas Lights - new & accessories	£193.88
Xmas Lights - Switch on Event	£482.25
Christmas Art	£500.00
Christmas trees for Community	£351.95
<b>TOTAL</b>	<b>£2,385.74</b>

<b>CHAIR'S ALLOWANCE</b>	<b>NOV</b>
CHAIR'S ALLOWANCE	100.00
<b>TOTAL</b>	<b>100.00</b>

	<table border="1"> <tr> <td>DONATION</td> <td>NOV</td> </tr> <tr> <td>Contingency Fund</td> <td>£220.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£220.00</b></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>TOTAL EXPENDITURE</td> <td><b>£8,863.98</b></td> </tr> <tr> <td>TOTAL INCOME/Carried forward</td> <td>£17,275.19</td> </tr> <tr> <td>BALANCE</td> <td>£8,411.21</td> </tr> </table> <p>PROPOSED: Cllr Eustace SECONDED: Cllr Willmot</p>	DONATION	NOV	Contingency Fund	£220.00	<b>TOTAL</b>	<b>£220.00</b>			TOTAL EXPENDITURE	<b>£8,863.98</b>	TOTAL INCOME/Carried forward	£17,275.19	BALANCE	£8,411.21	
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3277	<p><b><u>Councillor Reports-overview-See Appendix D</u></b> A brief overview of councillors' activities was provided. Councillors were requested to submit a written statement to support the record of their attendance and involvement in Council and community events.</p> <p>Cllr Roberts: Contacted by a member of the public regarding fly-tipping in Owain Court and is assisting with the matter. Cllr Toker: To follow up regarding lighting issues on Eastvale.</p> <p>Cllr Rhodes-Matthews-Received communication for residents regarding potholes on Higher End Rock Road: Noted degrading road condition. County Cllr Lynch-Wilson and County Cllr Haines are aware of the issues. The VoG has already been requested to make the area as safe as possible.</p> <p>Cllr King attended the Community Transport for Wales meeting at the Gathering Place; St Athan School Remembrance Service; participated in a litter pick; attended the first CAWG meeting; met with Vicky from <i>Need to Feed</i>; attended the Veterans Hub; and attended the St Athan Local History Group meeting. Has also been approached by a resident regarding their child's achievements, requesting Council support to arrange an awards event. Cllr Toker suggested including this in a Civic event.</p> <p>Cllr Lynch-Wilson attended an educational update, Christmas Market at the Paul Lewis Community Centre, organised by the PLCC – 29th November 2025. Christmas Lights Switch-On event, organised by the Council – 29th November 2025.</p>	All Councillors														
3278	<p><b><u>County Councillor Updates</u></b> County Cllr Haines attended the Bro-Tathan Public Art Committee meeting. Advised the Council to review the Welsh Index of Multiple Deprivation (WIMD). A copy will be sent to all councillors and posted on the Council website.</p>	County Cllr Lynch-Wilson/ County Cllr Haines														
3279	<p><b><u>Veterans Hub</u></b> Nothing to report</p>	Cllr Roberts														
3280	<p><b><u>Financial Assistance (Donation) Requests</u></b></p> <ol style="list-style-type: none"> <li>Gileston Parish Church – £350 Proposed: Cllr Lynch-Wilson Seconded: Cllr Eustace Decision: Carried</li> <li>Paul Lewis Community Centre – £100 towards the Christmas Panto Proposed: Cllr Eustace Seconded: Cllr Willmot Decision: Carried</li> </ol>	Proper Officer														

	<p>3. Donation towards refreshments for Christmas Carol Singing Event – £75 (under s137)  Proposed: Cllr Lynch-Wilson  Seconded: Cllr Davies  Decision: Carried</p>	
3281	<p><b><u>Planning Applications</u></b>  Planning Application No. 2025/01193/FUL (HUD)  Location: Land North of 4 and 5, Shackleton Close, East Vale Estate, St Athan  Council Decision: No objection.  Action: Proper Officer to submit response.</p>	Proper Officer
3282	<p><b><u>Future Council Events</u></b>  Drop-in Session – 6th December 2025: Cllr Toker reminded all councillors that, if available, they are encouraged to attend.  Other Events: No other events scheduled for the remainder of 2025.</p>	Chair
3283	<p><b><u>Feedback from Past Council Events</u></b>  Events Planning – Carol Service and Remembrance  Carol Service: To be arranged to avoid conflicts with other councils/events where possible. Consideration of temporary road closure; liaise with VoG for support.  Remembrance Service: Traffic management to be arranged; speaker volume to be increased; standing positions of wreath bearers to be organised. Cllr Rhodes-Matthews advised that additional booklets should be provided for the service.  Christmas Market: Cllr Rhodes-Matthews stated the crafts activity at the Gathering Place was well received and enjoyed by the children of the community.</p>	Chair/All Councillors
3284	<p><b><u>Feedback from suggestion box</u></b>  Cllr Toker to report back next meeting.</p>	Chair
3285	<p><b><u>Flower to thank Arlene and her family for the buffet at the Remembrance Service</u></b>  To thank Arlene and her family for providing the buffet at the Remembrance Service, the Council agreed a maximum spend of £50.   <b>Proposed:</b> Cllr Toker  <b>Seconded:</b> Cllr Eustace  <b>Decision:</b> Carried</p>	Proper Officer
3286	<p><b><u>Bus Shelter Mural</u></b>  The Proper Officer will provide information to Sian Dixon (<i>ArtSian</i>), based on a timeline of the history of the area, utilising Cllr Toker’s history cards. A request for artwork will also be made to Sian.</p>	Proper Officer
3287	<p><b><u>Rustic Root-contribution to Business Rates</u></b>  Proper Officer advised Council that Rustic Root refuses to make any contribution to Business Rates.  Council agreed to review when Rustic Roots tenancy is due for renewal in three years.</p>	Proper Officer
3288	<p><b><u>Use of chambers during working hours</u></b>  The Proper Officer explained that the Rustic Roots tenancy states that there is no access during core operating hours. Cllr Eustace expressed concern that this may not be entirely accurate, as a verbal agreement had been reached to accommodate Council access during core hours. The Proper Officer will distribute the tenancy agreement to all councillors for review.</p>	Cllr Roberts

3289	<p><b><u>Bus Drivers' Industrial Action</u></b>  The planned industrial action by bus drivers has now been called off. Cllr Toker is in discussions with the VoG regarding the possibility of a VoG/Greenlinks bus being permanently stationed within the area. Cllr Toker will continue discussions and report back to the Council at the next meeting.</p>	Chair
3290	<p><b><u>Introduction of a Grants Committee</u></b>  Cllr Rhodes-Matthews suggested forming a Grants Committee to support the Proper Officer in applying for grants for community and council initiatives. The Council agreed in principle and will discuss the appointment of members in the New Year.  Proposed: Cllr Rhodes-Matthews  Seconded: Cllr King</p>	Cllr Rhode-Matthews
3291	<p><b><u>Welsh Language Scheme – for discussion and consideration.</u></b>  Cllr Roberts suggested that the Council adopt a Welsh Language Scheme. While councillors were generally supportive of introducing the use of the language, it was noted that:</p> <ul style="list-style-type: none"> <li>• There has not been a need for this in the past.</li> <li>• It is not a legal requirement for community councils (the legal requirement applies at County Council level only).</li> <li>• There are significant cost implications for the Council, including translation services.</li> </ul> <p>Cllr Roberts noted that grants may be available to support this initiative and that the VoG has an obligation to assist. Cllr Haines advised that the VoG does not have any legal responsibility to provide this for a community council. Cllr King asked if Cllr Roberts had an estimate of the costs, but no figure was provided. The Proper Officer was tasked with finding out the potential costs for the Council.</p>	Cllr Roberts
3292	<p><b><u>Grant for a Community Minibus – to discuss potential funding sources and next steps</u></b>  Cllr Roberts suggested that grants may be available to cover the purchase of a community minibus.  Cllr Haines advised that, although grants may be available for initial or setup costs, they may not extend to ongoing costs, which are governed by strict qualifying criteria.  A general discussion followed, focusing on ongoing costs, usage, insurance, and other practical considerations.  Cllr Roberts was tasked with gathering detailed information and costs and to submit his resulting report in advance of the next meeting to including all relevant information. This will be circulated to all councillors for review prior to the next meeting and added as an agenda item</p>	Cllr Roberts
3293	<p><b><u>St Athan Primary School Music project</u></b>  Cllr Lynch-Wilson will obtain costings for the project, submit the information to the Proper Officer, and bring it to the Council for consideration at the next meeting.</p>	Cllr Lynch-Wilson
3294	<p><b><u>New Email addresses</u></b>  The Proper Officer advised the Council that she is now in receipt of the new councillor email addresses.  From 1st January 2026, all communication from councillors will be required to be conducted via the new email addresses for both internal and external contacts. The Proper Officer confirmed that, while she does not have access to the content of these email accounts, she has the authority to remove access when a councillor leaves their post.  New email account details will not be provided without a completed GDP form.</p>	Proper Officer

3295	<p><b><u>Proper Officer CILCA Training</u></b></p> <p>The Proper Officer advised that she has started the CILCA course; however, there is an additional course, <i>Wales Building Your CiLCA Portfolio</i>, which runs alongside it, at a cost of £420.</p> <p>The Council agreed to cover the cost.  Proposed: Cllr Eustace  Seconded: Cllr Willmot  Decision: Carried</p>	Proper Officer
3296	Members of the public were asked to leave	
3297	<p><b><u>Part II</u></b></p> <p><b><u>Proper Officer overtime</u></b></p> <p>The Proper Officer has accrued overtime over the past several months. Cllr Toker and the Proper Officer have agreed that, in part, three days will be taken as time off, with the remaining balance to be paid as overtime.  The Council agreed that the overtime, totalling 16.5 hours, will be paid in the next pay cycle.  Decision: Carried  PROPOSED: Cllr Eustace  SECONDED: Cllr Davies</p>	Chair

**Meeting concluded at 2032 hrs**

There were 4 members of the public in attendance.

**Next General Meeting Tuesday 6<sup>th</sup> January 2026**

**Sandra Toker – Chair**

## Appendix A

### ST. ATHAN COMMUNITY COUNCIL FINANCIAL STATEMENT – NOVEMBER 2025

Reserve account	NOV
Carried forward	£16,497.87
Interest	£12.43
To Current Account	
From Current A/c	£964.94
<b>TOTAL</b>	<b>£17,475.24</b>

<b>INCOME</b>	NOV
BALANCE B/F	£15,871.37
INCOME TOTAL	<b>£1,403.82</b>
<b>TOTAL</b>	<b>£17,275.19</b>
EXPENDITURE	
ADMINISTRATION	NOV
TOTAL	<b>£5,207.77</b>
BUILDING AND OUTSIDE AREA	NOV
TOTAL	<b>£950.47</b>
WARD	NOV
TOTAL	<b>£2,385.74</b>
CHAIR'S ALLOWANCE	NOV
TOTAL	<b>100.00</b>
DONATION	NOV
TOTAL	<b>£220.00</b>
TOTAL EXPENDITURE	<b>£8,863.98</b>
TOTAL INCOME/Carried forward	<b>£17,275.19</b>
<b>BALANCE</b>	<b>£8,411.21</b>

## Appendix B

2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
VIOLENCE WITHOUT INJURY	0	17	8	9	7	11	3	12	7	13	12	0
VIOLENCE WITH INJURY	1	2	1	3	3	3	4	1	0	3	4	2
SEXUAL OFFENCES	1	5	1	1	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0
RESIDENTIAL BURGLARY	0	2	2	0	2	0	0	0	0	0	0	0
BUSINESS AND COMMUNITY BURGLARY	0	5	0	0	0	1	0	0	0	0	2	0
VEHICLE OFFENCES	0	0	0	3	1	0	0	4	4	2	5	0
BICYCLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
SHOPLIFTING	0	0	0	0	0	0	0	0	0	0	0	0
ALL OTHER THEFT OFFENCES	0	6	2	1	7	2	7	3	1	5	2	0
ARSON	0	0	0	0	0	0	0	1	0	0	0	0
CRIMINAL DAMAGE	0	4	1	4	3	2	3	1	0	2	2	0
PUBLIC ORDER OFFENCES	0	0	0	0	0	0	1	2	0	1	1	0
MISCELLANEOUS CRIMES AGAINST SOCIETY	2	3	4	6	5	5	6	10	2	4	11	0
DRUG OFFENCES	0	2	1	2	1	1	0	1	1	1	0	0
ROADS/TRAFFIC	0	2	0	3	4	2	3	1	2	3	1	0
ANTI SOCIAL BEHAVIOUR	0	6	0	3	8	6	5	0	1	3	2	0
<b>TOTAL</b>	<b>4</b>	<b>54</b>	<b>20</b>	<b>35</b>	<b>41</b>	<b>33</b>	<b>32</b>	<b>36</b>	<b>18</b>	<b>37</b>	<b>42</b>	<b>2</b>

## Appendix C

Correspondence	Originator
E BULLETIN ISSUE 12	OVW
Revised Section 106 Protocol for Implementation	VoG
Vale of Glamorgan Active Travel Network Map consultation - Stage 1	VoG
FUTURE GENERATIONS REPORT AND THE AUDIT WALES REPORT	VoG
Submission of the Draft Annual Remuneration Report 2026–27	Welsh Gov
Cost-of-Living Survey	OVW
Eisteddfod yr Urdd Ynys Môn 2026	Urdd
Newsletter Issue 1 2025	OVW
Cost of Living Crisis Project - Information and Resources	OVW
Wales Regional Energy Strategic Plans (RESP)	OVW
Planning Application Consultation 2025/00991/RG3 St Athan Primary School, Rock Road, St Athan	VoG
RTT - What's on next month!	VoG
Support Hope Rescue – Christmas Tree Collection Service for Our Community	Edenvale
Planning Appeal Consultation CAS-04594-S7M7Y6Ty'r Wennol, Llantwit Road, St Athan	VoG
Upcoming Online Events - Cost of Living Crisis Project	OVW
Beaver Training	VoG
20251201_Planning_SANT_O	MOD
St Athan Community Council Chamber - Black Mould	R Howard
Roof	R Howard
Roof	Premier
Planning Application No. 2025/01193/FUL (HUD) Land North of 4 and 5, Shackleton Close	VoG
Crime Stats update	PO

## Appendix D

### Councillor Reports

#### Cllr P King – December 2025 Community Engagement and Events

- Community Transport for Wales Webinar

Attended a webinar exploring how different councils address local transport challenges. It was insightful to hear innovative approaches and best practices from across Wales.

- Battery Storage System Proposal – The Gathering Place

Participated in a discussion regarding the proposed battery storage system. After reviewing the presentation and site images, I concluded that the proposal is poorly thought out and not in the best interests of the community. I recommend that the Council does not support this endeavour.

- St Athan Primary School Remembrance Service

Attended the school's remembrance service, which was a moving and respectful event. Pupils, staff, and the wider community came together to honour those who served, demonstrating the importance of remembrance in educating future generations.

- Village Remembrance Day Service

Joined the St Athan community for the annual remembrance service. The event was well attended and provided an opportunity for residents to pay tribute to those who gave their lives in service.

- Litter Pick Initiative

Took part in a litter pick alongside the Council Clerk, Councillor Wilmot, and Councillor Rhodes-Matthews. Together, we collected five bags of rubbish, helping to improve the local environment and promote civic pride.

- St Athan Christmas Light Switch-On

Attended the festive light switch-on event, which brought the community together to celebrate the start of the Christmas season. The event was well received and created a positive atmosphere in the village.

#### Council and Community Meetings

- Community Action Working Group (CAWG)

Attended the inaugural CAWG meeting. The session was productive and marked a strong beginning for the group, which I am confident will continue to grow and strengthen.

- Meeting with Local Resident – ALN Achievements

Met with a resident to discuss her son's achievements as a defending world champion in Wales Learning Disabilities Pool. It was agreed that the Council will honour him in a ceremony, recognising his outstanding success and contribution to the community.

- 'Need to Feed' Initiative

Alongside Councillor Rhodes-Matthews, met with a resident to learn more about her 'Need to Feed' initiative. I also attended the first drop-in session hosted by founder Vicky Lang, aimed at supporting individuals over the age of 40 who are struggling. This initiative is a valuable addition to community support services.

- Veterans Hub

Attended the Veterans Hub event, which was highly successful. The hub provided a welcoming space for veterans to connect, share experiences, and access support.

- St Athan Local History Group

Participated in a meeting of the local history group. The session included viewing historic

photographs of the village and discussing how the area has evolved over time. It was both informative and engaging, highlighting the importance of preserving local heritage.

### Summary and Recommendations

- **Community Engagement:** Continued participation in local events strengthens ties with residents and demonstrates the Council's commitment to community wellbeing.
- **Environmental Initiatives:** The litter pick highlights the importance of regular community clean-up activities. Recommendation: establish a quarterly schedule for litter picks to maintain momentum.
  - **Transport and Infrastructure:** The battery storage proposal requires careful reconsideration. Recommendation: Council should not support the current plan and request a revised, more robust proposal.
  - **Youth and Inclusion:** Recognition of the ALN champion provides an opportunity to celebrate inclusivity and achievement. Recommendation: formalise the ceremony and publicise it to inspire others.
  - **Community Support Services:** The 'Need to Feed' initiative and Veterans Hub demonstrate growing demand for local support networks. Recommendation: explore ways the Council can provide ongoing assistance, such as venue support or small grants.
- **Heritage and Culture:** The Local History Group offers valuable insights into the village's past. Recommendation: consider collaboration with schools to integrate local history into educational activities.