



**MINUTES OF THE ST ATHAN COMMUNITY COUNCIL GENERAL MEETING  
HELD TUESDAY 4<sup>th</sup> February 2025 IN THE COUNCIL CHAMBER**

**PRESENT**

Chair Councillor J Lynch-Wilson	Projects Committee St Athan Community Association County Councillor
Vice Chair: Councillor S Toker	Projects Committee One Voice Wales Vale of Glamorgan Council, Community Liaison Committee Media Outlet Committee
Councillor Roger Eustace	Projects Committee Conservative Area Planning – Flemingston
County Councillor Stephen Haines	County Councillor
Councillor Paula King	Community Engagement
Councillor Rebecca Christian	Power Station Liaison Committee Llantwit Major Town Public Footpaths Forum Conservation Area Planning – Gileston Media Outlet Committee
Councillor Derek Willmot	General Maintenance Committee Aberthaw Cement Works C.L.C. School Governors
Councillor Hayley Cleave	Projects Committee

<b>MINUTE</b>	<b>ITEM</b>	<b>ACTION</b>
2937	<b><u>WELCOME</u></b> The Chair welcomed those attending.	
2938	<b><u>APOLOGIES FOR ABSENCE</u></b> Councillor Damian Bridgeman Councillor Rhys Jarvis Councillor Maxine Levett	
2939	<b><u>DECLARATION OF INTEREST AND NATURE OF INTEREST</u></b> Grant of Dispensation:  Cllr D Willmot, to speak only on matters relating to St Athan Community Council Hub and Library Trustee matters.  Cllr J Lynch-Wilson, to speak and vote on topics related to the VOG Council’s Reshaping Programme and as Chair to the PLCC.	

MINUTE	ITEM	ACTION																
2940	<p><b><u>CONFIRMATION OF MINUTES OF THE GENERAL MEETING</u></b>  That subject to agreed amendments, the minutes of the General Meeting held on 14<sup>th</sup> January 2025 to be accepted as a true record of proceedings.  <b>PROPOSED by: Councillor Rebecca Christian</b>  <b>SECONDED by: Councillor Sandra Toker</b></p>																	
2941	<p><b><u>MATTERS ARISING FROM THE LAST GENERAL MEETING</u></b>  The following matters were discussed</p> <p style="padding-left: 40px;">A) To arrange a meeting with Wate Builders in relation to the 80 homes</p>	<b>S Toker to send email</b>																
2942	No Standing Order Suspension.																	
2943	<p><b><u>RUSTIC ROOTS – ELECTRICITY CHARGING AND METHODOLOGY</u></b>  It was discussed how to proceed in the long term with billing electricity to Rustic Roots, it was agreed to include electricity with rent to avoid issue with VAT, including a fair use policy– Addendum to lease agreement to be issued.  Units to be charged at 85 per Winter Month and 40 per Summer Month.  <b>PROPOSED by: Councillor Roger Eustace</b>  <b>SECONDED by: Councillor Julie Lynch-Wilson</b></p> <p><b><u>CHAMBER REFURBISHMENT</u></b>  It was agreed to obtain prices for the repair of the kitchen roof as it was found to be moving in bad weather and allowing water in.  It was agreed to investigate the sagging ceiling in the main hall as a matter of urgency  It was agreed to investigate water ingress through the staff toilet window</p> <p><b><u>CHURCH CROSSES</u></b>  It was proposed to spend £175 plus VAT to remove the crosses on the Church Roof  <b>PROPOSED by: Councillor Julie Lynch-Wilson</b>  <b>SECONDED by: Councillor Sandra Toker</b></p>	<p><b>R Christian to Invoice Rustic Roots &amp; discuss further with RR</b></p> <p><b>R Eustace/ D Willmot to action</b></p> <p><b>R Eustace/ D Willmot or R Christian to action</b></p>																
2944	<p><b><u>CORRESPONDENCE</u></b>  List attached in Annex A</p>																	
2945	<p><b><u>CHAIR ACTIONS</u></b>  Chair attended Barry Mayor Quiz</p>																	
2946	<p style="text-align: center;"><b><u>ST ATHAN WARD</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;"><b>INVOICES (January 2025)</b></th> </tr> </thead> <tbody> <tr> <td style="width: 80%;"><b>Income</b></td> <td></td> </tr> <tr> <td>Rustic Roots</td> <td style="text-align: right;">£1000.00</td> </tr> <tr> <td>Cleaning</td> <td></td> </tr> <tr> <td>Precept</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£1000.00</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Expenditure Admin</b></td> <td></td> </tr> </tbody> </table>	<b>INVOICES (January 2025)</b>		<b>Income</b>		Rustic Roots	£1000.00	Cleaning		Precept		<b>Total</b>	<b>£1000.00</b>			<b>Expenditure Admin</b>		
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MINUTE	ITEM	ACTION
	Microsoft Licence Fee	£12.36
	Extra Storage	£1.99
	Broadband	£68.62
	Caretaker Salary	£396.74
	Clerk Salary	£2259.80
	HMRC (Combined Figure, plus Employer NI & owing for Tax years 22/23 and 23/24)	£4432.33
	HMRC Caretaker	£99.00
	Council Remuneration	£120.00
	Water Rates	£132.73
	Nest (Pension)	£1082.20
	TPAS Cymru Training	£118.50
	Training	£40.00
	Training – SLCC	£144.00
	Website – Annual Fee Square Space	£172.80
	<b>Total</b>	<b>£9081.01</b>
	<b>Building</b>	
	Electricity November	£831.68
	Council Tax	£245.00
	<b>Total</b>	<b>£1076.68</b>
	<b>St Athan Ward</b>	
	Feeder Pillars	£45.48
	D3signs Christmas Lights	£444.35
	Christmas Lights – The Gathering Place	£70.17
	Christmas Decorations	£152.45
	Notice Board	£1637.15
	<b>Total</b>	<b>£2349.69</b>
	<b>Total Expenditure</b>	<b>£12507.35</b>
	That the above income and expenditure payments for January 2025 are approved.	
	<b><u>PROPOSED By: Councillor Sandra Toker</u></b>	
	<b><u>SECONDED By: Councillor Roger Eustance</u></b>	
2947	<b><u>PLANNING APPLICATION(S)</u></b> No new Planning Applications	
2948	<b><u>SLCC REFUND/ MEMBERSHIP</u></b> Membership will be transferred to New Clerk on appointment Training Courses as not started – 70% costs to be refunded	

<b>MINUTE</b>	<b>ITEM</b>	<b>ACTION</b>
2949	<p><b><u>CLERK – JOB ROLE ADVERTISEMENT</u></b>            Previous advert to be updated with correct wage scale            Advert to be placed on Website, Facebook Page, notice boards, local newspaper and send to One Voice Wales</p>	<b>Chair/ Vice Chair to action</b>
2950	<p><b><u>CLERK – DELEGATION OF DUTIES</u></b>            Councillors agreed to undertake Clerk duties as per the list            See List in Annex B.</p>	
2951	<p><b><u>INTERNAL AUDIT</u></b>            Audit Wales - Results due last November for the External Audit.            Discussion around the difference between Internal and External Audits</p>	<b>R Christian to chase</b>
2952	<p><b><u>CAROLINE LEWIS – ACCESS DESIGN SOLUTIONS</u></b>            £500 quote to undertake an accessibility assessment            New temporary ramps purchased to access the chamber.            It was decided to ask whether these ramps were sufficient.            A full accessibility assessment could be an option going forward</p>	<b>R Christian to check if ramps are sufficient</b>
2953	<p><b><u>DEFIBRILLATOR TRAINING</u></b>            Training materials have been donated to the council, it was decided to investigate what training can be provided</p>	
2954	<p><b><u>INTERNAL COMPLAINT – NEXT STEPS</u></b>            R Christian suggested the Clerk should leave the meeting while the complaint was discussed. Other Councillors did not think it was necessary. The Clerk remained.             It was decided to proceed as agreed at the Extraordinary Meeting            Paul Egan’s (OVW) quote to undertake a formal investigation into the complaint will be accepted             Cllr R Eustace reminded all councillors that they are obliged under the Code of Conduct to report any possible breaches of the Code of Conduct to the Vale of Glamorgan Council Monitoring Officer for investigation.</p>	<b>J Lynch-Wilson to contact Paul Egan</b>
2955	<p><b><u>ANY OTHER BUSINESS</u></b>  <u>Cllr R Christian</u> -</p> <ul style="list-style-type: none"> <li>• Outside Light to be adjusted to remain on for a longer period of time.</li> <li>• Cllr Bridgeman’s request for reasonable adjustments – J Lynch-Wilson to ask OVW for advice</li> <li>• Nomination Form for Chair and Vice Chair to be forwarded to all Councillors – S Toker to forward</li> </ul> <p><u>Cllr R Eustace</u> -</p> <ul style="list-style-type: none"> <li>• Security Camera are not working – this need to be rectified</li> <li>• Road into Flemingston – Passing places need to be tarmacked</li> <li>• Met with Lis Burnett – About what is happening in St Athan</li> </ul> <p><u>Cllr P King</u> -</p> <ul style="list-style-type: none"> <li>• There was an incident involving Afghans reported to Police – how was this dealt with</li> </ul> <p><u>Cllr H Cleave</u> -</p>	

MINUTE	ITEM	ACTION
	<ul style="list-style-type: none"> <li>• Community Connectors Event to be held on 10.06.2025</li> </ul> <u>Cllr S Haines (County) -</u> <ul style="list-style-type: none"> <li>• Asked Clerk to remain in Post</li> </ul> <u>Cllr D Willmot -</u> <ul style="list-style-type: none"> <li>• Reported that Library would be receiving 3 benches and planters via Coop Funding</li> </ul> <u>Cllr S Toker -</u> <ul style="list-style-type: none"> <li>• Attended One Voice Wales and VOG Council Community Liaison Committee Meetings this month – Reports in Annex C</li> </ul>	

*There being no further business to discuss the meeting closed at 9.20pm.*

***The next General Community Council Meeting will be held on the Tuesday 4<sup>th</sup> March 2025***

**Annex A**

<b>Date</b>	<b>Received From</b>	<b>Subject</b>	<b>Action Needed</b>
04.01.2025	GVS	Health Social Care & Wellbeing ebulletin 03.01.2025	Info only
07.01.2025	OVW	Celebrate the successful One Voice Wales event at the Senedd on 27.11.2024	Info only
09.01.2025	OVW	2025 Training dates January – March 2025	Info only
11.01.2025	SW Police	Closing Soon: Police Funding Survey	All
13.01.2025	OVW	You deserve an award: One Voice Wales National Awards 30 April 2025	Info only
13.01.2025	SW Fire	Reminder: Safer Together – Have your say 2024	All
14.01.2025	Owen Davies Consulting	St Athan Placemaking Plan	Info only
15.01.2025	Royal Mail	Reference 250109 – 004028	Info only
16.01.2025	CCR	Notification of Planned Work on Coastal Path at Aberthaw Power Station (21-25 January)	Info only
16.01.2025	Caloo	Supporting Play Strategy in your area	Info only
20.01.2025	Llais	Local Project: Getting Care and Treatment quickly when you need it	Info only
20.01.2025	OVW	LPIP Survey – Cambrain News	All
20.01.2025	GVS	Health Social Care & Wellbeing ebulletin 17.01.2025	Info only
20.01.2025	Cardiff Airport	Cardiff Airport PR: Where to Fly in 2025	Info only
22.01.2025	Army	St Athan Community Briefing 06.02.2025	Info only
29.01.2025	VOG	Reshaping – Review of Street Cleansing Service	Info only
30.01.2025	OVW	Online Free Asbestos Awareness Training	All
30.01.2025	OVW	Llais Y Goedwig – Networking days local to you	Info only

## Annex B

### Lisa Austin Handover

#### **Outstanding & Regular Items:**

<b>ITEM NAME</b>	<b>DESCRIPTION</b>	<b>RESPONSIBLE CLLRs</b>
Council Emails	Read & disseminate	Derek Willmott
Finance	Paying & raising invoices Payroll HMRC Cashflow doc Address change VAT claim Audit Wales Onecom Procurement	Rebecca Christian RSC  Individual Cllrs research & RSC orders (excluding contractors)
Meeting notices Agenda Minutes		Sandra Toker
Planning applications		Paula King
Chamber refurbishment & maintenance		Roger Eustace/ Derek Willmott/ Rhys Jervis
Civic Ceremony		Hayley Cleave
Fete		Sandra Toker
Remembrance		TBD
Christmas Lights		TBD
RDLP & Place Planning	Liaison Developers Liaison VoG	Roger Eustace
Green spaces	Watering Grass cutting Planting	Maxine Levett
National Lottery grant application	Grant application solar panels	Roger Eustace
Newsletter		Julie Lynch-Wilson

**Community Liaison Committee – 30.01.2025**

**By Cllr Sandra Toker**

**South Wales Police Report** – Inspector Gareth Childs (Barry & Vale) – An update was given on ongoing operations/ arrests within the area.

They are aware of ongoing tensions in St Athan & Llantwit Major but there has been no incident of disorder and only low-level protests. There has been some drone activity over Eagleswell site, but this is being dealt with.

There is a meeting due to held on 06.02.2025 in the Gathering Place to update the community on the Afghans on the base.

Cllr S Hanks asked regarding noisy cars racing on the Northern Access Road, but was advised this is something they are aware off but doesn't stand out in comparison to the rest of the SWP area.

**South Wales Fire Service Report** – Martin O'Keefe – Group Manager of Operations for Bridgend and Vale of Glamorgan

An update was given to the ongoing activities in the Vale including to advise that the land next of the station in Cowbridge is now a community garden.

**An update was given by Tom Bowring** regarding the committees request to send both a Town Council and Community Council representative to the Public Services Board. In the interest of fairness to other members this request was rejected by the PSB. However, a motion was put forward to ensure that the role would rotate every two years between town and community council representatives. The County Councillors on the committee then elections T&CC representative for the next two years. Cllr Carl Hadley from Colwinston Community Council was duly elected.

It was requested to ask Welsh Ambulance service to attend these meetings on a regular basis if that was possible.

## **One Voice Wales Meeting – 27th January 2025**

### **By Cllr Sandra Toker**

- Presentation was given by Colleen Cluett – Sustainable Development Advisor from Future Generations Cymru. (Copy of the presentation is available on request)
- Area committee is looking for a representative to Heritage Coast Group – they would like this to come from a coastal council i.e. St Athan, Llantwit Major. Additional information requested regarding meetings etc
- Senedd Enquiry – into council governance OVW made a 59-page submission on behalf of councils
- There has been a survey of the area committees to see if anything needs to change – the next AGM is 11.3.2025 this remote and all councils can attend. Minimum required in 20%
- Guest speaker for the next meeting is most likely to be the Police and Crime Commissioner
- It was asked if documents can be made available in an alternative format to pdf. It was advised that this is standard practice to avoid amendments being made without authorisation, but they would investigate if this is possible.
- Cowbridge Council advised that their Place Making is due to be published on the council website is due course
- Next meeting is due to be 14.04.2025 @ Cowbridge Town Hall

Annex D

**ST. ATHAN COMMUNITY COUNCIL**  
**FINANCIAL STATEMENT – JANUARY 2025**

**RESERVE ACCOUNT**

Balance brought forward	<b>£21,391.66</b>
Income (interest)	<b>£24.12</b>
Expenditure	
<b>Balance</b>	<b>£21,415.78</b>

**Current Balance**

Income	<b>£1000.00</b>
Balance Brought Forward	<b>£35807.13</b>

**Expenditure**

Administration -	<b>£9081.07</b>
Council Property -	<b>£1076.68</b>
St Athan Ward -	<b>£2349.60</b>
Donation -	<b>£0.00</b>
Total -	<b>£12507.35</b>
<b>Balance -</b>	<b>£24299.78</b>