



**MINUTES OF THE ST ATHAN COMMUNITY COUNCIL GENERAL MEETING  
HELD TUESDAY 4<sup>th</sup> JUNE 2024 IN THE COUNCIL CHAMBER**

**PRESENT**

Vice Chair Councillor S Toker	Projects Committee One Voice Wales Vale of Glamorgan Council, Community Liaison Committee Media Outlet Committee
Councillor R Christian	CCR Liaison Committee Llantwit Major Town Public Footpaths Forum Conservation Area Planning – Gileston Media Outlet Committee
Councillor R Eustace	Projects Committee General Maintenance Committee Bro Tathan Local Council Liaison Committee Conservation Area Planning – Flemingston CCR Liaison Committee
Councillor M Levett	Friends of the Glamorgan Heritage Coast Vale of Nature Partnership
Councillor D Willmot	General Maintenance Committee Aberthaw Cement Works C.L.C. School Governors

MINUTE	ITEM	ACTION										
2779	<b><u>WELCOME</u></b>  The Chairman welcomed those attending.											
2780	<b><u>APOLOGIES FOR ABSENCE</u></b>  Councillors: Gareth Berrill and Julie Lynch Wilson County Councillor: Steve Haines											
2781	<b><u>DECLARATION OF INTEREST AND NATURE OF INTEREST</u></b>  Grant of Dispensation: Cllr D Willmot, speak only on matters relating to St Athan Community Council Hub and Library Trustee.											
2782	<b><u>CRIME STATISTICS</u></b>  1) No representatives from SWP were present. Crime statistics provided were recorded figures as of the end of May  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Violence without injury</td> <td align="right">9</td> </tr> <tr> <td>Violence with injury</td> <td align="right">4</td> </tr> <tr> <td>Sexual offence</td> <td align="right">1</td> </tr> <tr> <td>Rape</td> <td align="right">1</td> </tr> <tr> <td>Residential Burglary</td> <td align="right">5</td> </tr> </table>	Violence without injury	9	Violence with injury	4	Sexual offence	1	Rape	1	Residential Burglary	5	
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2783	<p><b><u>CONFIRMATION OF MINUTES OF THE GENERAL MEETING 14<sup>th</sup> May 2024</u></b></p> <p>That subject to agreed amendments, the minutes of the General Meeting held on 14<sup>th</sup> May 2024 be accepted as a true record of proceedings.</p> <p><b><u>PROPOSED by: Councillor R Eustace</u></b>  <b><u>SECONDED by: Councillor R Christian</u></b></p>																									
2784	<p><b><u>MATTERS ARISING FROM THE LAST GENERAL MEETING</u></b></p> <p>The following ONGOING matters were discussed:</p> <p>(a) Min 2651d – Street lighting Active Travel Route. Ongoing.</p> <p>(b) Min 2669f – Damaged bridges Flemingston. Ongoing</p> <p>(c) Min 2685 – Noticeboards. Ongoing</p> <p>Cllr R Christian reminded Council that Gileston would have the old St Athan board installed in Gileston until such time as a new one was made.</p> <p>Further clarification needed around how the boards would be installed and related costs. Both for St Athan and Gileston.</p>	<p><b>ACTIONS:</b></p> <p><b>a) Cty Cllr Lynch-Wilson to chase Vale Council</b></p> <p><b>b) Cty Cllr Lynch-Wilson to chase Vale Council</b></p> <p><b>c) Invoice of £700 paid</b></p>																								
2785	<p><b><u>FINANCIAL STATEMENT</u></b></p> <p>That the presented financial statement as of 31<sup>st</sup> May 2024 be accepted as a true record of the council financial accounts. Details at Annex A. Further proposed that a monthly cash flow be produced</p> <p><b><u>PROPOSED By: Councillor Maxine Levett</u></b>  <b><u>SECONDED By: Councillor Roger Eustace</u></b></p>																									
2786	<p><b><u>CHAIN OF OFFICE</u></b></p>																									

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	<p>Discussion took place about a possible replacement chain to be investigated at a later date</p> <p><b><u>PROPOSED BY: Councillor R Eustace</u></b>  <b><u>SECONDED BY: Councillor S Toker</u></b></p>	<b>CARRIED</b>																				
2787	<p><b><u>CORRESPONDENCE</u></b></p> <p><b><u>One Voice Wales</u></b>  02.05 - Training available to councillors  07.05 - Guide to transport  14.05 - Cost of living Crisis  15.05 - Training opportunities  15.05 - Advised minutes can be reviewed with link to view information</p> <p><b><u>General Correspondence</u></b>  02.05 - Health Bulletins Cardiff Third Sector (C35C)  07.05 - Guide to community transport meeting on 18<sup>th</sup> June 2024  08.05 - Confirmation of Barry Town Service now on the 3rd of November  09.05 - Health bulletin - GVS training opportunities noted  15.05 - Vale of Glamorgan a copy of the general meeting with link  16.05 - Planning Aid Wales training opportunities  20.05 - innovation project conference  20.05 - Community and Town council allowance and home working  21.05 - Glamorgan heritage change of meeting now 6<sup>th</sup> July  22.05 - Climate change toolkit workshops  24.05 - Biodiversity training and leisure  24.05 - Launch and Biodiversity</p>																					
2788	<p><b><u>CHAIRMAN'S ACTIONS</u></b></p> <p>Civic Ceremony discussed and all in place. £50 agreed for flowers for the church</p> <p><b><u>PROPOSED BY: Councillor R Eustace</u></b>  <b><u>SECONDED BY: Councillor S Toker</u></b></p>																					
2789	<p><b><u>INVOICES (May 2024)</u></b></p> <p><b>Income</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Rustic Roots cleaning</td> <td style="text-align: right;"><b>473.64</b></td> </tr> <tr> <td>Donation</td> <td style="text-align: right;"><b>35.00</b></td> </tr> <tr> <td>VAT payment</td> <td style="text-align: right;"><b>3324.13</b></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b><u>3832.77</u></b></td> </tr> </table> <p><b>Administration</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Microsoft License Fee</td> <td style="text-align: right;"><b>12.36</b></td> </tr> <tr> <td>Extra storage</td> <td style="text-align: right;"><b>1.99</b></td> </tr> <tr> <td>HMRC PAYE</td> <td style="text-align: right;"><b>765.32</b></td> </tr> <tr> <td>Councillors Attendance Remuneration</td> <td style="text-align: right;"><b>120.00</b></td> </tr> <tr> <td>Broadband</td> <td style="text-align: right;"><b>56.58</b></td> </tr> <tr> <td>Clerks Salary</td> <td style="text-align: right;"><b>2076.88</b></td> </tr> </table>	Rustic Roots cleaning	<b>473.64</b>	Donation	<b>35.00</b>	VAT payment	<b>3324.13</b>	<b>Total</b>	<b><u>3832.77</u></b>	Microsoft License Fee	<b>12.36</b>	Extra storage	<b>1.99</b>	HMRC PAYE	<b>765.32</b>	Councillors Attendance Remuneration	<b>120.00</b>	Broadband	<b>56.58</b>	Clerks Salary	<b>2076.88</b>	
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	<p>Public and Building Insurance <b>2769.87</b></p> <p>Internal Audit <b>35.00</b></p> <p><b>Total</b> <b><u>5838.10</u></b></p> <p><b>Building</b></p> <p>Caretaker Salary <b>396.74</b></p> <p>Council Tax <b>245.00</b></p> <p>Electricity April <b>734.81</b></p> <p><b>Total</b> <b><u>1376.55</u></b></p> <p><b>St Athan Ward</b></p> <p>D Day 80 Flag <b>28.80</b></p> <p>Grass Cutting <b>165.00</b></p> <p>Notice Board <b>700.00</b></p> <p><b>Total</b> <b>893.80</b></p> <p><b>TOTAL EXPENDITURE FOR MAY</b> <b><u>8108.45</u></b></p> <p>That the above income and expenditure payments for May 2024 are approved.</p> <p><b><u>PROPOSED BY: Councillor S Toker</u></b>  <b><u>SECONDED BY: Councillor R Christian</u></b></p>	
2790	<p><b><u>PLANNING APPLICATION(S)</u></b></p> <p>Planning Application No. 2022/00266/FUL  Application was APPROVED 17<sup>th</sup> May 2024</p>	
2791	<p><b><u>REPORTS</u></b></p> <p>There were no reports submitted.</p>	Ongoing
2793	<p><b><u>GREEN SPACE</u></b></p> <p>Bench in Londis to change location</p> <p><b><u>War Memorial</u></b></p> <p>Landscaping and decorative planting around the War Memorial being considered.</p> <p>Discussions around who owns the land and whether co-opting land from the Council is an option.</p> <p>Wales and West have agreed to supply benches, planters and surface (not hard standing but grass filled grids) but now wish for the council to find a</p>	<p><b>ACTION</b></p> <p><b>Cllrs M Levett to investigate a new bench</b></p> <p><b>Cllrs M Levett and Community clerk obtaining quotes for War Memorial landscaping options.</b>  <b>ONGOING</b></p>

MINUTE	ITEM	ACTION
	<p>contractor to complete the work which will all be paid for but for us to supply the contractors to complete the work.</p> <p>Contractors to be notified on the above work and council to obtain two quotes to give to Wales and West.</p> <p><b><u>Gileston Wildflower Verge</u></b> Discussions began about using a strip of verge in Gileston for wildflowers.</p>	<p><b>County Councillors to investigate and advise.</b></p> <p><b>Cllr M Levett to progress</b></p>
2794	<p><b><u>TOWN STATUS</u></b></p> <p>The pros and cons of becoming a Town are to be explored and shared with the Public via the next Newsletter and a Public Meeting to be held in due course.</p>	<p><b>ACTION ONGOING</b> <b>Cllr R Eustace has prepared information for the Newsletter.</b></p>
2795	<p><b><u>PROJECT COMMITTEE</u></b></p> <ol style="list-style-type: none"> <li>1. Civic Ceremony (Chair R Eustace) - that a sum not exceeding £200 be used to create photo boards utilising photographs from Cllr Levett</li> </ol> <p><b><u>PROPOSED By Councillor R Toker</u></b> <b><u>SECONDED By Councillor R Eustace</u></b></p> <ol style="list-style-type: none"> <li>2. Summer Fete (Cllrs G Berrill &amp; S. Toker) - Waiting on confirmation from SWAM trustees. Further clarification is needed around costs to assist future decisions.</li> <li>3. Memorial Service (Cllr R Eustace) - Proper Officer</li> <li>4. Christmas Market &amp; Switch on Lights (Cllrs S Toker &amp; J Lynch-Wilson)</li> <li>5. Environment, land &amp; litter picking (Cllr M Levett) - Land near The Gathering Place needs attention. Costings have obtained for the additional grass cutting. Completed £95 agreed and £15 per month</li> </ol> <p><b><u>PROPOSED By Councillor R Toker</u></b> <b><u>SECONDED By Councillor R Eustace</u></b></p> <p>Newsletter – has been deferred until July. Discussions held re ‘free’ advertising for local businesses. A quotation has been received for printing at approximately £710.00 That the production is progressed</p> <p><b><u>PROPOSED By Councillor R Eustace</u></b> <b><u>SECONDED By Councillor M Levett</u></b></p>	<p><b>ACTION</b> <b>Project Leaders to progress an update Council at the next meeting.</b></p> <p><b>COMMUNITY CLERK</b></p> <p><b>COMMUNITY CLERK</b></p> <p><b>COMMUNITY CLERK</b></p> <p><b>CARRIED</b></p> <p><b>ACTION</b> <b>ALL CLLRS</b></p>
2796	<p><b><u>FIRE REPORT</u></b></p> <p>Required work ongoing. 5-year certificate received. Signage received and fixed in position.</p>	<p><b>CLOSED</b></p>
2797	<p><b><u>OWL</u></b></p> <p>Owl hybrid meeting equipment has been purchased. Set up &amp; training required.</p>	<p><b>COMMUNITY CLERK</b></p>

MINUTE	ITEM	ACTION
2798	<b><u>INTERNAL AUDITOR</u></b> Audit of relevant documents has been completed	<b>CLOSED</b>
2799	<b><u>EXTERNAL AUDIT</u></b> Council must undertake a full audit this year. Relevant documents are being prepared to fulfil this requirement.  Annual Governance Statement was discussed and agreed <b><u>PROPOSED by: Councillor R Eustace</u></b> <b><u>SECONDED by: Councillor M Levett</u></b>	<b>COMMUNITY CLERK</b>  <b>CARRIED</b>
2800	<b><u>WEBSITE</u></b> Cllr S Toker and Proper Officer to attend Training course	<b>COMMUNITY CLERK</b>
2801	<b><u>ANY OTHER BUSINESS</u></b>  <ol style="list-style-type: none"> <li>1. Bus shelter by monument, need to obtain a quote to clear Ivy and clean the bus shelter.</li> <li>2. Mobile phone for Clerk to be investigated.</li> <li>3. There have been complaints about the noise at Gileston Manor Cllr R Christian liaising with the VoG Council.</li> <li>4. Meeting to be held with Rustic Roots to review progress and discuss electric meter.</li> </ol>	<b>COMMUNITY CLERK</b>  <b>Cllr. Eustace to assist</b>

There being no further business to discuss the meeting closed at 8.45pm.

**The next General Community Council Meeting will be held on July 2nd, 2024, at 7.00pm**

Annex A

**ST. ATHAN COMMUNITY COUNCIL**  
**FINANCIAL STATEMENT – 29<sup>th</sup> May 2024**

**RESERVE ACCOUNT**

Balance brought forward	6,164.67
Income (interest)	42.15
Transfer from Current a/c	30000.00
<b>Balance</b>	<b>36,206.82</b>

**CURRENT ACCOUNT**

Brought Forward	41411.17
	Vat 3324.13
	Rustic roots 473.64
	Donation 35.00
	t
<b>Total</b>	<b>45243.94</b> (a)

<b>Expenditure</b>	
Administration	5838.10
Council Property	1376.55
Chairman Allowance	0.00
Grants & Donations	0.00
St Athan Ward	893.80
Transfer to Reserve	30000.00
<b>Total</b>	<b>38108.45</b> (b)

**Balance** 7135.49 (a) – (b)

