



MINUTES

ST ATHAN COMMUNITY COUNCIL

FULL GENERAL MEETING TUESDAY 3rd June 2025

Council Chambers, Old School Hall, Church Lane, St Athan, CF62 4PL



Minute	ITEM	LEAD
	<u>Present</u> Chair – Cllr Sandra Toker Vice-Chair –Cllr Hayley Cleave Cllr Paula King County Councillor Julie Lynch-Wilson Cllr Derek Willmot County Councillor Stephen Haines	
	Maria Stevens – Clerk-Minutes	
3015	<u>Welcome</u> The Chair welcomed those attending	Chair
3016	<u>Apologies for absence</u> Cllr Roger Eustace Cllr Rebecca Christian Cllr Damian Joseph Bridgeman	Clerk
3017	<u>Co-option of applicants for Councillor vacancy.</u> Council voted in favour of co-option for Carly Rhodes-Matthews. Council voted in favour of co-option for Kieren Manfield. The candidates were invited to becoming councillors for St Athan Community Council and took up their new roles with immediate effect.	Chair
3018	<u>Declaration of Interest and Nature of Interest</u> 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 Chairman to the PLCC.	Chair
3019	<u>Confirmation of Minutes of General Meeting</u> That subject to agreed amendments, the minutes of the General Meeting held on 6 th May 2025 be accepted as a true record of proceedings. PROPOSED BY: Cllr D Willmot SECONDED BY: Cllr P King	Chair
3020	<u>Matters arising from the last General Meeting</u> 3001-Safe to be repaired-ongoing, Clerk to obtain quote for repair. 3001-Bank signatories-ongoing	Clerk

Chair initials:

	<p>3007-Gileston Manor. Cllr Lynch-Wilson and Cllr Haines have received no clear information from Vale of Glamorgan Council regarding this matter. Ongoing.</p> <p>3009-Flag. Clerk to obtain quotes to replace.</p> <p>Cllr Lynch-Wilson will take a Reading at the Civic Service</p> <p>3009- The Reindeer provider to be approached re availability and costings</p> <p>3009- Lights, a contractor to be sought to install and remove lights.</p> <p>3010-Weeds. As this is the responsibility of Vale of Glamorgan Council, Cllr Lynch-Wilson will take forward.</p> <p>3014a-Tables. Cllr Willmot and Clerk to dispose of old Chamber tables.</p> <p>3001-Clerk to contact Edenvale regarding stones at Flemingston</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Willmot/Clerk</p> <p>Clerk</p>																																										
3021	<p><u>Correspondence</u></p> <p>Letter from St Tathan Church requesting donation. See 3028</p> <p>Crime Stats see 3027</p>	Clerk																																										
3022	<p><u>Chair's Actions</u></p> <p>Cllr Cleave attended Llandough Civic Service.</p> <p>Craft and Gift Market Sat 1st June was rescheduled for 6th July due to predicted adverse weather conditions (high winds).</p> <p>Cllr Toker has been invited to the Laying Up of the Colours.</p> <p>Cllr Toker will be attending Llantwit Major Town Council's Civic Ceremony on 15th June 2025.</p> <p>Cllr Toker will be attending Dinas Powys Community Council's Civic Ceremony on 13th July 2025.</p>	Chair																																										
3023	<p><u>St Athan Ward – Financial</u></p> <table border="1"> <tr> <td colspan="2">INCOME May 2025</td> </tr> <tr> <td>BALANCE C/F</td> <td style="text-align: right;">41,729.16</td> </tr> <tr> <td>To Reserve A/C</td> <td></td> </tr> <tr> <td>Rustic Roots -Rental</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td>Rustic Roots -Cleaning</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Rustic Roots Electricity</td> <td style="text-align: right;">174.35</td> </tr> <tr> <td>May Fete stallholder</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>INCOME TOTAL</td> <td style="text-align: right;">1189.35</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">42,918.51</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2">EXPENDITURE May 2025</td> </tr> <tr> <td colspan="2">ADMINISTRATION</td> </tr> <tr> <td>Annual -Public & Building Insurance</td> <td style="text-align: right;">2,409.78</td> </tr> <tr> <td>Clerk -Salary</td> <td style="text-align: right;">2,287.64</td> </tr> <tr> <td>Accountant for payroll and pension</td> <td style="text-align: right;">144.00</td> </tr> <tr> <td>Councillor - Attendance Remuneration</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>Microsoft License</td> <td style="text-align: right;">11.52</td> </tr> <tr> <td>Microsoft - storage</td> <td style="text-align: right;">1.99</td> </tr> <tr> <td>Office Equipment & Furniture</td> <td style="text-align: right;">93.99</td> </tr> <tr> <td>Telephone and Broadband</td> <td style="text-align: right;">94.40</td> </tr> </table>		INCOME May 2025		BALANCE C/F	41,729.16	To Reserve A/C		Rustic Roots -Rental	1,000.00	Rustic Roots -Cleaning	0.00	Rustic Roots Electricity	174.35	May Fete stallholder	15.00			INCOME TOTAL	1189.35	TOTAL	42,918.51			EXPENDITURE May 2025		ADMINISTRATION		Annual -Public & Building Insurance	2,409.78	Clerk -Salary	2,287.64	Accountant for payroll and pension	144.00	Councillor - Attendance Remuneration	120.00	Microsoft License	11.52	Microsoft - storage	1.99	Office Equipment & Furniture	93.99	Telephone and Broadband	94.40
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Chair initials:

	Mobile Phone	10.00	
	Investigation of complaints	549.60	
	TOTAL	5,722.92	
	BUILDING AND OUTSIDE AREA		
	Annual -Business Rates	258.00	
	Annual - Electric check/PAT testing	80.00	
	Electric - Supply	203.98	
	TOTAL	541.98	
	GRANT/DONATION		
	Church-Methodist	300.00	
	TOTAL	300.00	
	WARD		
	Civic Ceremony	165.00	
	VE day 80th Anniversary	450.00	
	Feeder Pillar x 2	16.66	
	Gathering Place Joint Project	200.00	
	Grass Cutting & watering Flowers	180.00	
	TOTAL	1,011.66	
	TOTAL EXPENDITURE	7,576.56	
	TOTAL INCOME/Carried forward	42,918.51	
	BALANCE	35,341.95	
	<p>That the above income and expenditure payments for May 2025 are approved</p> <p style="text-align: center;">PROPOSED BY: Cllr J Lynch-Wilson SECONDED BY: Cllr D Willmot</p>		
3024	<p><u>Financial Regulations adoption</u> The Model Financial Regulations provided by One Voice Wales as amended 2015 were formally adopted by the Council.</p> <p>PROPOSED BY: Cllr S Toker SECONDED BY: Cllr C Rhodes-Matthews</p>		
3025	<p><u>Acceptance of Governance Statement</u> The annual Governance Statement to be forwarded to Audit Wales was agreed and accepted by Council.</p> <p>PROPOSED BY: Cllr S Toker SECONDED BY: Cllr K Manfield</p>		
3026	<p><u>Acceptance of Internal Auditor Report</u> The internal auditors report was presented and accepted by Council as a true record.</p>		

Chair initials:

	PROPOSED BY: Cllr H Cleave SECONDED BY: Cllr P King	
3030	<u>Building Maintenance & Chamber Refurbishment/Rustic Roots</u> Waiting third quote. Clerk to chase as a matter of urgency. Clerk to contact additional contractor. Clerk to continue to work on National Lottery grant application. Rustic Roots has requested repair/replacement of lock/door on shed. Clerk to contact local contractor to asses/rectify.	Clerk Clerk
3031	<u>Council Events Update</u> Connector Session 10th June Issue has arising with PLCC double booking hall. Cllr J Lynch-Wilson will work with Cllr Cleave to work through issue. Clerk will assist Cllr Cleave on the day. Civic Event 22nd June Progressing well. Addition recipient of award agreed. Clerk instructed to reduce size of booklet. Wording for booklet for chosen charity agreed to be St Athan Organisations and Causes. Clerk to confirm with Cllr Eustace re singer for Church service. Summer Fete 19th July Cllr Toker has secured alpacas. Cllr Toker is in discussions with face painter. Cllr Toker has confirmed that Bro Radio will be attending. Cllr Lynch-Wilson has confirmed that the generator will be available. Invoice will be sent to Council after the event. Council voted on a donation to PLCC of £250 in thanks for the use of their hall and grounds. To be sent post event. PROPOSED BY: Cllr S Toker SECONDED BY: Cllr P H Cleave Litter pick day after Sunday 20th July 2025 Volunteers and risk assessment will be required for this. Christmas Lights Switch-On 29th November Planning ongoing	Cllr Cleave/Cllr Lynch-Wilson Clerk Clerk Clerk Clerk Clerk Clerk Clerk Clerk
3032	<u>Internal Complaint</u> The situation has progressed. Council is waiting response from other party.	Cllr Toker
3033	<u>Councillor's Annual payments</u> In accordance with statutory payments as advised by the Remuneration Board , Council agreed to the annual payments being made at end of financial year on a pro-rata basis. Chair payment to remain as in previous years. Adopted as recommended. PROPOSED BY: Cllr D Willmot	Cllr Willmot

Chair initials:

	SECONDED BY: Cllr J Lynch-Wilson	
3034	<p><u>Councillor's Training Plan</u> Council agreed</p> <ol style="list-style-type: none"> 1. New councillors to complete within 6 months, New Councillor and Code of Conduct courses as a mandatory requirement. 2. Any other courses chosen by new councillors to be completed with 2 years. 3. Newly elected Chair and Vice-Chair to complete Chairing skills within 6 months as mandatory requirement if they have not previously done so. 4. Refreshers on Code of Conduct to be completed per term (5 years) as a mandatory requirement. <p>PROPOSED BY: Cllr S Toker SECONDED BY: Cllr D Willmot</p>	
3035	<p><u>Newsletter</u> Council agreed that the booklet to be reduced in page number. Instead of all individual councillor's report, reduce to ward-based reports, keeping Chair and Vice-Chair's comment sections. Anticipated Delivery to electorate by end of June. Clerk to update and send to Chair for response and approval to go to print.</p>	Clerk
3036	<p><u>Flower baskets-update</u> Boverton Nurseries-18 baskets, planted and will be ready in a few weeks. BN will arrange with Edenvale for collection and and then put them up. £510 for 18 baskets. They will invoice us once baskets are ready.</p>	Clerk
3037	<p><u>Flemingston landscaping-update</u> Edenvale advises that grass is cut every two weeks.</p>	Clerk
3038	<p><u>Bike Track hazard-update</u> Response from VoG Council-Icy condition signs have been ordered and they will put in place once they arrive. This is a permanent solution, no other action will be taken.</p> <p>Clerk to advise originator of outcome.</p>	Clerk
3039	<p><u>Working group – Church</u> After discussion with St Tathan Church, a suggestion of a working group be formed. Council reported that a previous Clerk set up CAWG. Council agreed to reestablish this group. Cllr Cleave to take the lead with support from the Clerk.</p>	Cllr Cleave/Clerk
3040	<p><u>Any other business</u> CCR'S TRANSPORT VISION – SHARE YOUR VIEWS closed 19th May. Emailed them to ask, if possible, to send email response.</p> <p>Council advised that Clerk respond with regard to lack of train station and poor bus service.</p>	Clerk

Meeting concluded at 2100hrs

There were no members of the public in attendance.

Chair initials:

Next General Meeting Tuesday 1st July at 7pm

Chair signature:

Chair initials:

Annex A

ST. ATHAN COMMUNITY COUNCIL
FINANCIAL STATEMENT – May 2025

<u>Reserve Account</u>	
Balance brought forward	£11,469.54
Income (interest)	£10.37
Expenditure	£0.00
Current Balance	£11,479.91

Current Account	
Income	£1,189.35
Balance Brought Forward	£41,729.16
Balance	£42,918.51

Expenditure	
Administration	£5,722.92
Building	£541.98
St Athan Ward	£1,011.66
Donation	£300.00
Total	£7,576.56

Current Balance	£35,341.95
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Chair initials: