



**MINUTES OF THE ST ATHAN COMMUNITY COUNCIL GENERAL MEETING
HELD TUESDAY 4th March 2025 IN THE COUNCIL CHAMBER**

PRESENT

| | |
|---------------------------------|--|
| Chair Councillor J Lynch-Wilson | Projects Committee St Athan Community Association County Councillor |
| Councillor Hayley Cleave | |
| Councillor Roger Eustace | Projects Committee Conservative Area Planning – Flemingston |
| Councillor Damian Bridgeman | |
| Councillor Maxine Levett | 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 |

| MINUTE | ITEM | ACTION |
|---------------|---|---------------|
| 2956 | <u>WELCOME</u> The Chair welcomed those attending. | |
| 2957 | <u>APOLOGIES FOR ABSENCE</u> Councillor Sandra Toker County Councillor Steve Haines Councillor Paula King | |
| 2958 | <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 Chair to the PLCC. | |
| 2959 | <u>CONFIRMATION OF MINUTES OF THE GENERAL MEETING</u> That subject to agreed amendments, the minutes of the General Meeting held on 4 th February 2025 to be accepted as a true record of proceedings. PROPOSED by: Councillor Rebecca Christian SECONDED by: Councillor Roger Eustace | |

| MINUTE | ITEM | ACTION |
|--------|--|--------------------------------|
| 2960 | <p><u>MATTERS ARISING FROM THE LAST GENERAL MEETING</u> The following matters were discussed</p> <ul style="list-style-type: none"> A) To arrange a meeting with Wate Builders in relation to the 80 homes B) Rustic Roots Nursery has agreed figures and methodology for electricity charges. Invoices have been raised and payment is imminent C) Contractor to be hastened to remove Church crosses D) Minute 2946 Councillor Eustace incorrectly spelt E) Councillor Cleave gave a short presentation on ‘reasonable adjustments and the measures that Council can take, including building changes, accessibility to video links using MS Teams and the fact that major organisations e.g. VOG council will only send out documents in PDF format to prevent unlawful editing. Councillor Bridgeman confirmed that the newly installed ramp was suitable and fit for purpose. F) Councillors were reminded that nominations for Chair and Vice Chair are to be completed and returned to Clerk by 31st March G) Flemington passing place to be resurfaced. Councillor Eustace requested that he is contacted to show the repair team the correct place. | S Toker to send email |
| 2961 | <p>No Standing Order Suspension. Crime statistics sent by PCSO for Month of February: Violence without Injury 17 Violence with Injury 2 Sexual Offences 5 Residential Burglary 2 Business and Community Burglary 5 All other Theft offences 6 Criminal Damage 4 Miscellaneous crimes against Society 3 Drug Offences 2 Roads/Traffic 2 Anti social behaviour 6 <u>TOTAL 54</u> Council was concerned at the apparent increase in the figures but suspect that January and February may have been amalgamated. Would like a Police presence at future meetings.</p> | |
| 2962 | <p><u>BUILDING MAINTENANCE & CHAMBER REFURBISHMENT</u> Quotations have been received for roof repairs which need addressing urgently. Further quotations are being sought for a repair to a ceiling in Chambers which is also urgent. It was proposed to allocate a sum of not exceeding £8000 to facilitate these urgent repairs. <u>PROPOSED BY: Councillor Eustace</u> <u>SECONDED BY: Councillor Bridgeman</u> <u>CARRIED.</u></p> <p>2 locks have been purchased for the office cupboards A new post box is required as it has been damaged by a vehicle. The lock to the safe needs repairing – a locksmith will be engaged The external key safe number is to be changed. Councillors will be advised by email when completed and the new number.</p> | R Eustace/ D Willmot to action |

| MINUTE | ITEM | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2963 | <p><u>CORRESPONDENCE</u> List attached in Annex A – all circulated previously</p> <p>TV Licencing – Form completed and returned to state that the monitor is not used to view TV. Email request for information on possible co-option. Chair to respond.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2964 | <p><u>CHAIR ACTIONS</u> Met with representative of One Voice Wales Helped with St Athan Primary School PTA post fire</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2965 | <p style="text-align: center;"><u>ST ATHAN WARD</u></p> <table border="1"> <thead> <tr> <th colspan="2">INVOICES (February 2025)</th> </tr> </thead> <tbody> <tr> <td colspan="2">Income</td> </tr> <tr> <td>Rustic Roots</td> <td style="text-align: right;">£1000.00</td> </tr> <tr> <td>Cleaning</td> <td style="text-align: right;">£247.87</td> </tr> <tr> <td>Precept</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£1247.87</td> </tr> <tr> <td colspan="2">Expenditure Admin</td> </tr> <tr> <td>Microsoft Licence Fee</td> <td style="text-align: right;">£11.52</td> </tr> <tr> <td>Extra Storage</td> <td style="text-align: right;">£1.99</td> </tr> <tr> <td>Broadband</td> <td style="text-align: right;">£68.62</td> </tr> <tr> <td>Caretaker Salary</td> <td style="text-align: right;">£396.74</td> </tr> <tr> <td>Clerk Salary</td> <td style="text-align: right;">£1751.27</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">£795.98</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>HMRC Caretaker</td> <td></td> </tr> <tr> <td>Council Remuneration</td> <td style="text-align: right;">£140.00</td> </tr> <tr> <td>Water Rates</td> <td></td> </tr> <tr> <td>Nest (Pension)</td> <td style="text-align: right;">£1082.20</td> </tr> <tr> <td>TPAS Cymru Training</td> <td style="text-align: right;">£163.77</td> </tr> <tr> <td>Training</td> <td style="text-align: right;">£80.00</td> </tr> <tr> <td>Chain -upgrade</td> <td style="text-align: right;">£1093.11</td> </tr> <tr> <td>Website-Domain</td> <td style="text-align: right;">£19.20</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£4522.20</td> </tr> <tr> <td colspan="2">Building</td> </tr> <tr> <td>Electricity</td> <td style="text-align: right;">£1220.84</td> </tr> <tr> <td>Cleaning Windows</td> <td style="text-align: right;">£77.00</td> </tr> <tr> <td>Access Ramps</td> <td style="text-align: right;">£133.50</td> </tr> <tr> <td>Padlocks for Chamber</td> <td style="text-align: right;">£6.99</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£1483.33</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>St Athan Ward</td> <td></td> </tr> </tbody> </table> | INVOICES (February 2025) | | Income | | Rustic Roots | £1000.00 | Cleaning | £247.87 | Precept | | Total | £1247.87 | Expenditure Admin | | Microsoft Licence Fee | £11.52 | Extra Storage | £1.99 | Broadband | £68.62 | Caretaker Salary | £396.74 | Clerk Salary | £1751.27 | HMRC | £795.98 | | | HMRC Caretaker | | Council Remuneration | £140.00 | Water Rates | | Nest (Pension) | £1082.20 | TPAS Cymru Training | £163.77 | Training | £80.00 | Chain -upgrade | £1093.11 | Website-Domain | £19.20 | Total | £4522.20 | Building | | Electricity | £1220.84 | Cleaning Windows | £77.00 | Access Ramps | £133.50 | Padlocks for Chamber | £6.99 | Total | £1483.33 | | | St Athan Ward | | |
| INVOICES (February 2025) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rustic Roots | £1000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cleaning | £247.87 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Precept | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £1247.87 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expenditure Admin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Microsoft Licence Fee | £11.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extra Storage | £1.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Broadband | £68.62 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caretaker Salary | £396.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk Salary | £1751.27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC | £795.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| HMRC Caretaker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Council Remuneration | £140.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water Rates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nest (Pension) | £1082.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TPAS Cymru Training | £163.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training | £80.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chain -upgrade | £1093.11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Website-Domain | £19.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £4522.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electricity | £1220.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cleaning Windows | £77.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Access Ramps | £133.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Padlocks for Chamber | £6.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £1483.33 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| St Athan Ward | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| MINUTE | ITEM | ACTION | | | | | | | | | | | | |
|---|--|--------------------------|--------|--------------------------------------|---------|---------------|---------|---|--------|--------------|----------------|--------------------------|-----------------|--|
| | <table border="1"> <tr> <td>Feeder Pillars</td> <td>£46.50</td> </tr> <tr> <td>Cook Stars Cost of Living Initiative</td> <td>£330.00</td> </tr> <tr> <td>Grass Cutting</td> <td>£360.00</td> </tr> <tr> <td>Christmas Decorations Flemingston baubles</td> <td>£27.00</td> </tr> <tr> <td>Total</td> <td>£763.50</td> </tr> <tr> <td>Total Expenditure</td> <td>£6724.03</td> </tr> </table> <p>That the above income and expenditure payments for February 2025 are approved.</p> <p><u>PROPOSED BY: Councillor Christian</u> <u>SECONDED BY: Councillor Willmot</u></p> | Feeder Pillars | £46.50 | Cook Stars Cost of Living Initiative | £330.00 | Grass Cutting | £360.00 | Christmas Decorations Flemingston baubles | £27.00 | Total | £763.50 | Total Expenditure | £6724.03 | |
| Feeder Pillars | £46.50 | | | | | | | | | | | | | |
| Cook Stars Cost of Living Initiative | £330.00 | | | | | | | | | | | | | |
| Grass Cutting | £360.00 | | | | | | | | | | | | | |
| Christmas Decorations Flemingston baubles | £27.00 | | | | | | | | | | | | | |
| Total | £763.50 | | | | | | | | | | | | | |
| Total Expenditure | £6724.03 | | | | | | | | | | | | | |
| 2966 | <p><u>PLANNING APPLICATION(S)</u> Application No 2024/01216/OUT Bro Tathan East Council OBJECTS on the grounds of excessive height to building and potential light pollution as previously submitted to the PAC PROPOSED BY: Councillor Eustace SECONDED BY: Councillor Christian</p> <p>Application no 2024/00921/FUL West Orchard Farmhouse This application is APPROVED NOTED</p> | | | | | | | | | | | | | |
| 2967 | <p><u>FINANCE UPDATE –BANK SIGNATORIES</u> Should be reviewed annually. Whilst waiting for a new Clerk to be appointed Council proposed that Councillors Rebecca Christian and Derek Willmot should be the nominated signatories PROPOSED BY: Councillor Eustace SECONDED BY: Councillor Lynch-Wilson</p> | RC | | | | | | | | | | | | |
| 2968 | <p><u>CLERK – APPLICATION PROCESS/PROGRESS</u> Advert has been placed on Website, Facebook Page and to One Voice Wales. There has been 1 applicant and some expressions of interest. Council agreed to proceed with interviewing w/c 17th March</p> | Chair/ Vice Chair | | | | | | | | | | | | |
| 2969 | <p><u>CLEANER/CARETAKER ROLE</u> Resignation of Mrs J Austin. Council agreed to give a gift of £50 in recognition of Mrs Austin's long service. PROPOSED BY: Councillor Christian SECONDED BY: Councillor Cleave <u>CARRIED</u> Recruitment of new job holder It was suggested that Council approach Rustic Roots to see if they would like to source a cleaner themselves.</p> | | | | | | | | | | | | | |
| 2970 | <p><u>ST ATHAN PRIMARY SCHOOL</u> Discussed how Council could help the school after the fire. It was proposed to make a contribution to the PTA of £500 to be specifically spent on the children. PROPOSED BY: Councillor Eustace SECONDED BY: Councillor Bridgeman <u>CARRIED</u></p> | | | | | | | | | | | | | |
| 2971 | <p><u>REQUESTS FOR FINANCIAL ASSISTANCE</u> The Gathering Place requested a sum of £400 to assist in running costs.</p> | | | | | | | | | | | | | |

| MINUTE | ITEM | ACTION |
|--------|--|--------|
| | <p>Councillor Willmot advised that Council is prohibited from doing so and monies donated to Churches can only be used for the upkeep of the grounds. Request therefore REFUSED</p> <p>SSAFA Proposed a sum of £100 be given in light of the significant work done with Service families in our Ward <u>PROPOSED BY: Councillor Cleave</u> <u>SECONDED BY: Councillor Christian</u> CARRIED</p> | |
| 2972 | <p><u>COUNCIL EVENTS</u> Cost of Living – Community Advice Event – 29th March Family Fun Day- Gathering Place -3rd May £600 allocated to a Fair ride <u>PROPOSED BY: Councillor Lynch-Wilson</u> <u>SECONDED BY: Councillor Levett</u> <u>CARRIED</u> Civic Event – 22nd June Village Fair Day – 19th July Christmas Lights Switch On - 29th November</p> | |
| 2973 | <p><u>VE DAY CELEBRATION 8TH MAY</u> Councillor Willmot to approach school to investigate a potential collaborative event</p> | |
| 2974 | <p><u>INTERNAL COMPLAINT</u> Interviews are ongoing and a report will be issued with recommendations in due course</p> | |
| 2975 | <p><u>ONE VOICE WALES MEMBERSHIP RENEWAL</u> Agreed to continue membership. Clerk to advise OVW <u>PROPOSED BY: Councillor Willmot</u> <u>SECONDED BY: Councillor Lynch Wilson</u> CARRIED</p> | |
| 2976 | <p><u>ANY OTHER BUSINESS</u> The next council meeting has been moved to April 8th in order for year end accounts to be finalised for presentation to Council. The Chain of Office has been received back after refurbishment The Vice Chair chain should be received by the end of the month Feeder pillar meters need to be read (when identified)</p> | |

*There being no further business to discuss the meeting closed at 20.48pm.
The next General Community Council Meeting will be held on the Tuesday 8th April 2025*

Annexe A

| Date | Received From | Subject | Action Needed |
|-------------|----------------------|----------------|----------------------|
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Annex B

ST. ATHAN COMMUNITY COUNCIL
FINANCIAL STATEMENT – JANUARY 2025

RESERVE ACCOUNT

| | |
|-------------------------|-------------------|
| Balance brought forward | £21,415.78 |
| Income (interest) | £20.54 |
| Expenditure | |
| Balance | £21,436.32 |

Current Balance

| | |
|-------------------------|--------------------|
| Income | £1247.87.00 |
| Balance Brought Forward | £24299.78 |

Expenditure

| | |
|--------------------|------------------|
| Administration - | £4522.20 |
| Council Property - | £1438.33 |
| St Athan Ward - | £763.50 |
| Donation - | £0.00 |
| Total - | £6724.03 |
| Balance - | £18823.62 |