



MINUTES

ST ATHAN COMMUNITY COUNCIL

FULL GENERAL MEETING TUESDAY 4th November 2025 at 7pm

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



	ITEM	LEAD
3238	<u>Welcome</u> The welcomed all attending.	Chair
3239	<u>Attendees</u> Cllr S Toker Cllr H Cleave Cllr R Eustace Cllr/County Cllr J Lynch-Wilson Cllr D Willmot Cllr P King Cllr C Rhodes-Matthews Cllr D Roberts County Cllr S Haines	Chair
3240	<u>Apologies for absence</u> Cllr K Manfield Cllr L Davies	Clerk
3241	<u>To receive declarations of Interest</u> 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
3242	<u>To confirm minutes of the last general meeting held on the 7th October 2025.</u> That subject to agreed amendments, the minutes of the General Meeting held on 7 th October 2025 be accepted as a true record of proceedings. PROPOSED: Cllr R Eustace SECONDED: Cllr H Cleave Voting 3 for and 2 against Cllr S Toker-For Cllr H Cleave-For Cllr R Eustace-For Cllr P King-Against Cllr D Roberts-Against Carried as a true record of minutes of the General Meeting held on 7 th October 2025	Chair
3243	<u>To confirm minutes of the Extraordinary Meeting held on the 28th October 2025.</u> That subject to agreed amendments, the minutes of the Extraordinary Meeting held on 28 th October 2025 be accepted as a true record of proceedings Cllr Cleave requested amendment to minutes to reflect, any Councillor is entitled to operate a Social Media Account for either personal or political means however, should exercise caution when operating any Social Media Accounts. Whether posting to a private or political account, Councillor's should be mindful of the public perception around their Community Council role. Subject to above amendment, council agreed. PROPOSED: Cllr Lynch-Wilson SECONDED: Cllr Eustace	

3244	<u>To consider any matters arising from those minutes</u> None	Chair																																																									
3245	<u>Standing Orders Suspension</u> PROPOSED BY: Cllr King SECONDED BY: Cllr Lynch-Wilson Members of the public were invited to speak. All declined. REINSTATE STANDING ORDERS PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Willmot	Chair																																																									
3246	<u>Crime Statistics</u> <table border="1"> <thead> <tr> <th></th> <th>OCT</th> <th>NOV</th> </tr> </thead> <tbody> <tr><td>VIOLENCE WITHOUT INJURY</td><td>13</td><td>1</td></tr> <tr><td>VIOLENCE WITH INJURY</td><td>3</td><td>0</td></tr> <tr><td>SEXUAL OFFENCES</td><td>0</td><td>0</td></tr> <tr><td>RAPE</td><td>0</td><td>0</td></tr> <tr><td>RESIDENTIAL BURGLARY</td><td>0</td><td>0</td></tr> <tr><td>BUSINESS AND COMMUNITY BURGLARY</td><td>0</td><td>0</td></tr> <tr><td>VEHICLE OFFENCES</td><td>2</td><td>0</td></tr> <tr><td>BICYCLE THEFT</td><td>0</td><td>0</td></tr> <tr><td>SHOPLIFTING</td><td>0</td><td>0</td></tr> <tr><td>ALL OTHER THEFT OFFENCES</td><td>5</td><td>0</td></tr> <tr><td>ARSON</td><td>0</td><td>0</td></tr> <tr><td>CRIMINAL DAMAGE</td><td>2</td><td>0</td></tr> <tr><td>PUBLIC ORDER OFFENCES</td><td>1</td><td>0</td></tr> <tr><td>MISCELLANEOUS CRIMES AGAINST SOCIETY</td><td>4</td><td>0</td></tr> <tr><td>DRUG OFFENCES</td><td>1</td><td>0</td></tr> <tr><td>ROADS/TRAFFIC</td><td>3</td><td>0</td></tr> <tr><td>ANTI SOCIAL BEHAVIOUR</td><td>3</td><td>0</td></tr> <tr><td>TOTAL</td><td>37</td><td>1</td></tr> </tbody> </table> <p>Information provided by PCSO Angela Stone who sends her apologies for not attending the meeting.</p>		OCT	NOV	VIOLENCE WITHOUT INJURY	13	1	VIOLENCE WITH INJURY	3	0	SEXUAL OFFENCES	0	0	RAPE	0	0	RESIDENTIAL BURGLARY	0	0	BUSINESS AND COMMUNITY BURGLARY	0	0	VEHICLE OFFENCES	2	0	BICYCLE THEFT	0	0	SHOPLIFTING	0	0	ALL OTHER THEFT OFFENCES	5	0	ARSON	0	0	CRIMINAL DAMAGE	2	0	PUBLIC ORDER OFFENCES	1	0	MISCELLANEOUS CRIMES AGAINST SOCIETY	4	0	DRUG OFFENCES	1	0	ROADS/TRAFFIC	3	0	ANTI SOCIAL BEHAVIOUR	3	0	TOTAL	37	1	Clerk
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3247	<u>Correspondence</u> See Appendix B	Clerk																																																									
3248	<u>Chair's Report</u> Chair will be attending St Athan Primary School's Remembrance Service on Friday 7 th November at the War Memorial	Chair																																																									
3249	<p style="text-align: center;">St Athan Ward – Financial-October 2025</p> <table border="1"> <thead> <tr> <th style="background-color: yellow;">INCOME</th> <th>OCT</th> </tr> </thead> <tbody> <tr><td>BALANCE B/F</td><td>£40,153.33</td></tr> <tr><td>Rustic Roots -Rental</td><td>£1,000.00</td></tr> <tr><td>Lamp Post Poppy Sponsorship</td><td>£60.00</td></tr> <tr><td>Christmas Market TGP stallholders</td><td>£20.00</td></tr> <tr><td>Refund</td><td>£108.00</td></tr> <tr><td>INCOME TOTAL</td><td>£1,188.00</td></tr> <tr><td>TOTAL</td><td>£41,341.33</td></tr> </tbody> </table>	INCOME	OCT	BALANCE B/F	£40,153.33	Rustic Roots -Rental	£1,000.00	Lamp Post Poppy Sponsorship	£60.00	Christmas Market TGP stallholders	£20.00	Refund	£108.00	INCOME TOTAL	£1,188.00	TOTAL	£41,341.33	Clerk																																									
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EXPENDITURE

ADMINISTRATION	OCT
Proper Officer -Salary	£3,033.91
Proper Officer - HMRC	£1,515.37
Proper Officer - Training	£138.00
Councillor - Attendance Remuneration	£140.00
Councillor - Training	£126.00
Microsoft License	£11.52
Microsoft - storage	£1.99
Office Equipment & Furniture	£56.96
Stationery, ink, paper, printing	£35.99
Telephone and Broadband-One Com	£48.00
Mobile Phone	£7.95
Water Rates	£277.42
TOTAL	£5,393.11

BUILDING AND OUTSIDE AREA	OCT
Annual -Business Rates	£258.00
Cleaning - supplies	£75.69
Cleaning - window, gutter and fascias	£80.00
Electric - Supply	£149.12
Maintenance- Major Repairs	£375.00
Pitched and Flat Roof Replacement	£16,284.00
TOTAL	£17,221.81

WARD	OCT
Bus shelter cleaning	£5.76
Feeder Pillar x 2	£37.80
Gathering Place Joint Project	£255.88
Grass Cutting	£735.60
Remembrance Sunday	£350.00
Christmas light Ride	£650.00
Xmas lunch - OAP	£250.00
TOTAL	£2,285.04

CHAIR'S ALLOWANCE	OCT
CHAIR'S ALLOWANCE	120.00
TOTAL	120.00

GRANT/DONATION	OCT
Contingency Fund	£450.00
TOTAL	£450.00

TOTAL EXPENDITURE	£25,469.96
TOTAL INCOME/Carried forward	£41,341.33
BALANCE	£15,871.37

PROPOSED: Cllr Cleave
 SECONDED: Cllr Rhodes-Matthews

3250	<p><u>Section 6</u></p> <p>Cllr Willmot provided an overview of Section 6. The draft document had been circulated prior to the meeting. Cllr Lynch-Wilson advised Cllr Willmot that while Cllr Levitt was on the council, she had arranged for trees to be planted at the PLCC earlier this year. Cllr Willmot will amend to reflect.</p> <p>Carried subject to amendment. PROPOSED: Cllr Lynch-Wilson SECONDED: Cllr Eustace</p>	Cllr Willmot
3251	<p><u>Councillor Reports-overview</u></p> <p>Cllr Rhodes-Matthews attended several surgeries arranged by Cllr Roberts and is dealing with several local issues. Cllr King is helping several residents and has also attended several surgeries arranged by Cllr Roberts. Cllr Roberts is dealing with a streetlight issue. Cllr King offered her assistance in this matter. Cllr Toker offered to provide her contacts as this is an ongoing issue for the estate. Cllr Roberts is also assisting a homeless person. Accommodation has now been found. Cllr Lynch-Wilson confirmed this is the case. Cllr Toker stated the medical centre on the camp has been confirmed as marked for demolition. She will continue to fight for it to be saved to be used for the community.</p>	
3252	<p><u>Veterans Hub</u></p> <p>Cllr Roberts reports that the Hub is well attended. Charities and the Veterans Commissioner have been invited to the meetings. Cllr Roberts is concerned that there is no support for Veterans. Cllr Toker suggested that councillors receive training and invite charities, etc to council meetings. Cllr Toker offered £100 of her allowance to pay for refreshments for the Veterans Hub.</p>	Cllr Roberts
3253	<p><u>Section 106 update from County Councillors</u></p> <p>Football club has now been awarded Section 106 funding. There is a small amount left in the current pot. S106 rules are changing. Any new applications will be made with assistance of community council. The new housing projects will bring a large pot of money. Cllr Eustace suggested all to think about future projects.</p>	Cllr Lynch-Wilson/Cllr Haines
3254	<p><u>Financial Assistance (Donation) requests</u></p> <p>Rainbows have to pay Girlguiding HQ, over £1,000 per year and have requested £300. They have also requested £120 for outdoor pursuits.</p> <p>Brownies have to pay Girlguiding HQ over £1,000 per year and have requested £1,000.</p> <p>Guides have to pay Girlguiding HQ over £1,000 per year and have requested £300. They have also requested £120 for outdoor pursuits.</p> <p>Wales Air Ambulance-no amount stated.</p>	Chair

	<p>Donations for Girlguiding HQ, Proper Officer has been instructed to gather financial information from all three organisations as per Donation Policy rules</p> <p>Council agreed to £120 each for outdoor pursuits for Rainbows and Guides. Council agreed to donate £100 to Wales Air Ambulance. PROPOSED: Cllr Eustace SECONDED: Cllr Cleave</p>	
3255	<p><u>Planning Applications</u> Planning Application Consultation 2025/00991/RG3 St Athan Primary School, Rock Road, St Athan Already responded on behalf of Council-No objection, dues to closing date being 4th Nov.</p> <p>Planning Application Consultation 2025/01036/FUL St. Athan Boys Village, St. Athan No objections from Council. Proper Officer to submit response.</p>	Clerk
3256	<p><u>Council Events</u></p> <p><u>Council Drop ins</u> Next one Sat 6th December at the Gathering Place Cllr Toker invited all councillor to attend.</p> <p><u>Remembrance</u> Cllr Lynch-Wilson will be carrying out a litter pick around the PLCC. Cllrs and Proper Officer will be carrying out a litter pick on Sat 8th on the route from church to war memorial and from church to PLCC Proper Officer to email councillors for numbers attending.</p> <p><u>Christmas Trees</u> Two quotes. Proper Officer reported two quotes received. Requested feedback as spend had already been agreed in previous meeting. Council happy to proceed with Proper Officer's recommendation.</p> <p><u>Christmas Lights Switch On</u> Market at PLCC is 2pm to 5pm. Proper Officer to check Carols, Possible singer, marching band, church usage in case of bad weather, gazebo, volunteers and sound system.</p> <p><u>Christmas Market at The Gathering Place.</u> Cllr Toker stated Santa volunteer is still needed. Cllr Cleave may have some one.</p> <p><u>Village Fair 2026</u> Cllr Toker asked to approve Gazebo deposit £480 to secure.</p> <p>Council agreed PROPOSED: Cllr Willmot SECONDED: Cllr Eustace</p>	
3257	<p><u>2nd December 2025 meeting-move to Wednesday 3rd December 2025</u></p> <p>Cllr Toker requested the meeting of Tuesday 2nd December be moved to Wednesday 3rd December to allow Cllr Davies to attend as her current training schedule restricts her attendance.</p>	Chair

	Council agreed PROPOSED: Cllr Toker SECONDED: Cllr Roberts	
3258	<u>Councillor's Facebook</u> Cllr Cleave-Council Facebook-No legal/laws. Advice given by Democratic Services. Be mindful of public image. Cllr Roberts feels he is fully compliant. Cllr Toker stated OVW is an advisory service with this council is a paying member of. Cllr Haines stated that Monitoring Officer is a legal body.	Cllr Cleave
3259	<u>Scribe software</u> The proper Officer requested this software to aid with council financial processes, advising the benefits. Documents were previously circulated. PROPOSED: Cllr Eustace SECONDED: Cllr Willmot Council voted-7 in favour and 1 abstain.	Clerk
3260	<u>Use of chambers during working hours</u> Proper Officer to check lease and discuss with Rustic Roots for access one day a month.	Cllr Roberts
3261	<u>Use of gathering place and the Paul Lewis centre</u> Cllr Roberts to bring costs of his surgeries to next meeting.	Cllr Roberts
3262	<u>The round table monthly meeting at the gathering place headed by Jane Hutt MS</u> Cllr Toker advised Cllr Roberts that St Athan Community Council is represented by the Chair and the Proper Officer, with Cllr King receiving invites to this meeting also. Cllr Toker to feedback to council for future meetings.	Cllr Roberts
3263	<u>Finding a way to fix the church clock</u> Cllr Roberts request council help in fixing the clock. Cllr Toker advised that council cannot help with monetary contributions. Cllr Roberts requested to help raise awareness.	Cllr Roberts
	Members of the public were asked to leave	
3264	<u>Part II</u> Internal complaints Council was informed of a number of internal complaints received. An investigation has been conducted and confirmed that no further action is required. Closed.	

Meeting concluded at 2100 hrs

There were 6 members of the public in attendance.

Next General Meeting Wednesday 3rd December at 7pm

Sandra Toker – Chair

Appendix A

ST. ATHAN COMMUNITY COUNCIL
FINANCIAL STATEMENT – OCTOBER 2025

Reserve account

	Oct
Carried forward	£14,968.86
Interest	£13.64
To Current Account	
From Current A/c	£1,515.37
TOTAL	£16,497.87

CURRENT ACCOUNT

INCOME	OCT
BALANCE B/F	£40,153.33
INCOME TOTAL	£1,188.00
TOTAL	£41,341.33

EXPENDITURE

ADMINISTRATION	£5,393.11
BUILDING AND OUTSIDE AREA	£17,221.81
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CHAIR'S ALLOWANCE	£120.00
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Appendix B

Correspondence	Originator
Cost of Living Crisis Project - Information and Resources	OVW
Briefing Paper: Making Wales a nation of Age-Friendly Communities	OVW
Perthyn grants are now live	Cwmpas
Briefing Paper: Making Wales a nation of Age-Friendly Communities	OVW
Planning Application Consultation 2025/00991/RG3 St Athan Primary School, Rock Road, St Athan	VoG
University of South Wales - Shaping the Future of Public Services in Wales - Community Events	OVW
St David's Day 2026	VoG
Volunteering in Retirement	OVW
Webinar: Anti-Racism Action Plan - One Voice Wales	OVW
E Bulletin issue 11	OVW
Cardiff Airport News	CWL
Planning Application Consultation 2025/01036/FUL St. Athan Boys Village, St. Athan	VoG
Ystadau Cymru Conference 2025 - 6 November 2025	OVW
Webinar - Upcoming Online Events	OVW
Special Council - 03 November 2025 - Agenda and Report	VoG
Seeking your feedback on resident experiences for PSB Climate Change Risk Assessment	VoG
Standards Committee - Applications for Dispensation	VoG
FAO Vale of Glamorgan members - Gathering Lived Experience on Weather Impacts	OVW
Measuring and Monitoring Democratic Health in Wales	OVW
Friends of the Glamorgan Heritage Coast Association	FoGHCA
5th Nov Volunteering session	VoG
Planning Application Consultation 2025/00810/FUL Ringwood House, 1 Ringwood Crescent, St Athan	VoG
Welsh Government: Consultation on the changes to local government elections rules in Wales	OVW
Aberthaw Battery Energy Storage System – Community Consultation Invitation	AECom
Webinar - Our Next Online Event	OVW

Appendix C

Month	Date	Time	Event	Location
Nov 2025	Sat 15th	1pm-4pm	Christmas Market	The Gathering Place
Nov 2025	Fri 21st	1pm-4pm	First CAWG	PLCC
Nov 2025	Tues 25th	7pm-9pm	Community Council Finance Meeting	Council Chamber
Nov 2025	Sat 29th	6pm	Christmas Light Switch On	St Athan Centre
Nov 2025	Sat 29th	2pm to 5pm	Christmas Market	PLCC & Grounds
Nov 2025	Sun 30th	10am	Litter Pick	Area around light switch on/PLCC grounds
Dec 2025	Weds 3rd	7pm-9pm	Community Council Meeting	Council Chamber
Dec 2025	Sat 6th	11am-1pm	Council Drop In	The Gathering Place
Dec 2025	Tues 23rd	12pm-1pm	Police Meetings/Pop up Engagements	The Three Horseshoes