



MINUTES

ST ATHAN COMMUNITY COUNCIL

FULL GENERAL MEETING TUESDAY 7th October 2025

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



SER	ITEM	LEAD																					
3206	<u>Welcome</u> Chair welcome all attending	Chair																					
3207	<u>Attendees</u> Chair – Cllr Sandra Toker Vice-Chair – Cllr Hayley Cleave Cllr Roger Eustace Cllr Kieren Manfield-Remote Cllr Paula King Cllr Derek Roberts-Remote	Chair																					
3208	<u>Apologies for absence</u> Cllr Julie Lynch-Wilson Cllr Derek Willmot Cllr Carly Rhodes-Matthews Cllr Lucy Davies County Councillor Stephen Haines	Clerk																					
3209	<u>To receive declarations of Interest</u> None	Chair																					
3210	Cllr Rebecca Christian and Cllr Damian Bridgemen submitted their resignations as councillors for St Athan Community Council. The Chair has accepted and thanked them for their service to St Athan whilst on the council and wishes them both the best for the future.																						
3211	<u>To confirm minutes of the last general meeting held on the 2nd September 2025.</u> That subject to agreed amendments, the minutes of the General Meeting held on 2 nd Sept 2025 be accepted as a true record of proceedings. PROPOSED BY: Cllr Toker SECONDED BY: Cllr Cleave	Chair																					
3212	<u>To consider any matters arising from those minutes</u> None	Chair																					
3213	<u>Standing Orders Suspension</u> None	Chair																					
3214	<u>Crime Statistics</u> <table border="1" data-bbox="225 1809 1203 2087"> <thead> <tr> <th></th> <th>SEP</th> <th>OCT</th> </tr> </thead> <tbody> <tr> <td>VIOLENCE WITHOUT INJURY</td> <td>7</td> <td>1</td> </tr> <tr> <td>VIOLENCE WITH INJURY</td> <td>0</td> <td>2</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> </tbody> </table>		SEP	OCT	VIOLENCE WITHOUT INJURY	7	1	VIOLENCE WITH INJURY	0	2	SEXUAL OFFENCES	0	0	RAPE	0	0	RESIDENTIAL BURGLARY	0	0	BUSINESS AND COMMUNITY BURGLARY	0	0	Clerk
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3215	<u>Correspondence</u> See Appendix B	Clerk																																				
3216	<u>Audit</u> 2024/2024 and 2024/2025 Audits have been received and was distributed to councillors prior to the meeting. Both Audits were qualified. Clerk to work on the two points within the 2024/2025 report. Councillor and Staff Training Plan-in progress Information on the website-In progress.	Clerk																																				
3217	<u>Chair's Report</u> The Chair attended: Barry Civic Service on 07 th September. Penarth Civic Service on 28 th September. Community Council Meeting at Cowbridge Town Hall on 12 th September. The Chair has started the St Athan Community Council's Blog on our website with a report on her attendance at Penarth Civic Service.	Chair																																				
3218	<p style="text-align: center;">St Athan Ward – Financial-Sept 2025</p> <table border="1"> <tr><td>INCOME</td><td>SEPT</td></tr> <tr><td>BALANCE B/F</td><td>£46,268.40</td></tr> <tr><td>Rustic Roots -Rental</td><td>£1,000.00</td></tr> <tr><td>Rustic Roots Electricity</td><td>£72.42</td></tr> <tr><td>Lamp Post Poppy Sponsorship</td><td>£5.00</td></tr> <tr><td>Hall Hire</td><td>£20.00</td></tr> <tr><td>INCOME TOTAL</td><td>£1,097.42</td></tr> <tr><td>TOTAL</td><td>£47,365.82</td></tr> </table> <table border="1"> <tr><td>EXPENDITURE</td><td></td></tr> <tr><td>ADMINISTRATION</td><td>SEPT</td></tr> <tr><td>Annual - Anti virus Software</td><td>£84.99</td></tr> <tr><td>Clerk -Salary</td><td>£2,240.88</td></tr> <tr><td>Clerk - HMRC</td><td>£1,722.54</td></tr> </table>	INCOME	SEPT	BALANCE B/F	£46,268.40	Rustic Roots -Rental	£1,000.00	Rustic Roots Electricity	£72.42	Lamp Post Poppy Sponsorship	£5.00	Hall Hire	£20.00	INCOME TOTAL	£1,097.42	TOTAL	£47,365.82	EXPENDITURE		ADMINISTRATION	SEPT	Annual - Anti virus Software	£84.99	Clerk -Salary	£2,240.88	Clerk - HMRC	£1,722.54	Clerk										
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	Clerk training	£162.00	
	Councillor - Attendance Remuneration	£200.00	
	Microsoft License	£11.52	
	Microsoft - storage	£1.99	
	Office Equipment & Furniture	£149.70	
	Stationery, ink, paper, printing	£29.44	
	Mobile Phone	£2.39	
	Surveyors fee	£600.00	
	TOTAL	£5,205.45	
	BUILDING AND OUTSIDE AREA		SEPT
	Annual -Business Rates	£258.00	
	Electric - Supply	£97.27	
	TOTAL	£355.27	
	WARD		SEPT
	Feeder Pillar x 2	£37.80	
	Gathering Place Joint Project	£172.00	
	Grass Cutting	£216.00	
	Watering Flower Baskets	£216.00	
	Newsletter	£400.00	
	Remembrance Sunday	£359.97	
	TOTAL	£1,401.77	
	DONATION		SEPT
	Contingency Fund	£250.00	
	TOTAL	£250.00	
	TOTAL EXPENDITURE	£7,212.49	
	TOTAL INCOME/Carried forward	£47,365.82	
	BALANCE	£40,153.33	
	PROPOSED BY: Cllr Eustace		
	SECONDED BY: Cllr Cleave		
3219	<p><u>Councillor Reports-overview</u></p> <p>Free First Aid training for the community. Cllr Roberts working with St John's Ambulance, has arranged free first aid training for all those in the community who are interested. Dates to be confirmed. Clerk to post on website and Facebook once information received from Cllr Roberts.</p> <p>Cllr Toker is in discussions with MOD regarding land that sits between Golf Club Lane and Clive Road. Potentially using this as a space for the community for outdoor activities. MOD will reply in the next few weeks with their proposal.</p>		<p>Cllr Roberts</p> <p>Cllr Toker</p>
3220	<p><u>Section 106 update from County Councillors</u></p> <p>VoG is working with St Athan Football Club to secure funding from Section 106. Councill fully supports the club in this endeavour.</p>		Clerk

3221	<p><u>Financial Assistance (Donation) requests</u> The Gathering Place. £150 for Children’s Monster Mash Bash. £200 for Children’s Christmas Party</p> <p>Council agreed £100 for Children’s Monster Mash Bash. £100 for Children’s Christmas Party PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p> <p>Rainbows £300 donation. Clarification is required. Clerk to report to next meeting.</p> <p>Paul Lewis Community Centre-Children’s Halloween Party - £100</p> <p>Council agreed £100 PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p> <p>Valeways Walking Festival 2026 – Sponsorship Request</p> <p>Council agreed to £50 PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Cleave</p>	Chair
3222	<p><u>Planning Applications</u> Planning Application No. 2025/00755/FUL (HUD) Location: 3, Ringwood Crescent, St Athan, Barry Proposal: Conversion of existing ground floor leisure space into a reception area, consultation rooms and clinic. Extending the existing first floor clinic.</p> <p>Response to planning, no issue with a comment regarding the business named on the application being dissolved.</p>	Clerk
3223	<p><u>Rustic Roots-Business Rates</u></p> <p>Council agreed in principle with Rustic Roots paying half. Council directed Clerk to have discussion with RR and feedback next meeting Charge will apply from new financial year 2026.</p>	Clerk
3224	<p><u>Council Events</u></p> <p><u>Remembrance</u> It was agreed that the previously purchased Solider would be used at the Gathering Place with their permission</p> <p>It was agreed to purchase a pair of soldiers at £325 to the area around the Monument – exact location to be agreed by councillors</p> <p>Council agreed to purchase soldier x2 PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Cleave</p>	All Chair

<p>ArtSian to paint back of bus shelter, permanent. £480.</p> <p>Cllr Roberts suggested that the mural should depict the heritage of the ward along with the military connection. Council agreed. Councillor to view designs and approved before commencement of work.</p>	<p>Chair</p> <p>Chair</p>
<p>PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Cleave</p> <p>Paint whole bus shelter-white wash. Moved to Finance Meeting</p> <p>Items to clean monument-Approx £65. Ex VAT</p> <p>Council agreed PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p>	<p>Chair</p>
<p><u>Christmas</u></p> <p><u>Christmas Trees</u> £60 each from Woodlands Walk. One for behind Londis. Two for Flemingston. One for The Gathering Place One for Gileston.</p> <p>Cllr Roberts suggested the tree for behind Londis be put in a more permanent and visible place that all the ward can see. Map of green spaces owned by council to be sent to councillors. Appropriate site to be investigated. Permission sought for identified location where site not council owned.</p> <p>Cllr Eustace advised that the trees must be planted properly to ensure long life of the trees.</p> <p>PROPOSED BY: Cllr Toker SECONDED BY: Cllr Eustace</p>	<p>Chair</p>
<p>£300 in budget for planting. Delivery to St Athan £30.</p> <p>PROPOSED BY: Cllr Toker SECONDED BY: Cllr Eustace</p> <p><u>Christmas Lights Maintenance</u> Lights up £839.97 plus VAT. Down £253.27 plus VAT. PAT Testing and electrical repairs £375.</p> <p>PROPOSED BY: Cllr Toker SECONDED BY: Cllr Cleave</p> <p><u>Christmas Market at The Gathering Place.</u> Arranged by STACC working with the TGP. Council tasked Clerk to discuss reduction in hall hire.</p>	<p>Chair</p>

	<p>Hire/purchase of Santa costume. £250</p> <p>Volunteer for Santa needed. No volunteers at time of meeting</p> <p>Cllr Cleave to talk to Co-op for donation of selection boxes.</p> <p>£100 for craft items.</p> <p>Council approved for the £800 balance from the Gathering Place project to be utilised for this event.</p> <p>PROPOSED BY: Cllr Toker SECONDED BY: Cllr Manfield</p> <p><u>Christmas Events advertisement</u> 'A Very Merry Christmas from all at St Athan Community Council' Banners x 2.</p> <p>Council agreed to £100 for two banners</p> <p>PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p> <p><u>Bus Stop Art</u> ArtSian has quoted £500.</p> <p>PROPOSED BY: Cllr Eustace SECONDED BY: Cllr King</p> <p><u>Pensioner's Christmas Lunch</u> At the Three Horseshoes 22nd Dec at 12pm Cllrs Rhodes-Matthews, King and Davies will be volunteering to help. £250 towards the meal. Email from Three Horseshoes received.</p> <p>PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Cleave</p> <p><u>Trip for residents to Bristol or Cardiff Markets</u> Council to support Cllr Rhodes-Matthews taking forward and arranging. No monetary contribution from council however clerk will assist Cllr Rhodes-Matthews with advertising on website and social media.</p> <p><u>To hold a Cllr Christmas dinner</u> Cllr Toker to email all councillors for dates that they are available. This is at councillors own expense.</p>	
3225	<p><u>Fireworks</u> Minutes will reflect discussions that occurred during the meeting. Fireworks was an Agenda item as, Cllr Roberts has previously stated in emails that he had organised the event and requested financial support in emails. Accordingly, Cllr Toker asked Cllr Roberts for his comments. Cllr Roberts refused to discuss as stated that he stopped the activity when as he was advised not to proceed. Cllr Roberts stated that Cllr Toker has been 'bad mouthing' him to the golf club about this event, which Cllr Toker denied was the case. She had been advised by a contact that the golf club had not given permission for</p>	Chair

	the event to take place but had not been in contact with them herself. The information was correct at the time.	
3226	<p><u>First CAWG meeting</u> Friday 21st November 2025 Hall hire and Buffet-PLCC quoted £200.</p> <p>Cllr Roberts suggested using other venues like the local pubs to hold these meeting. Councillors advised against this as the sale of alcohol may exclude many members of the public. The first meeting will include discussion around other potential locations.</p> <p>Council agreed to £50 for light refreshments only. Clerk to contact hall regarding hall hire. PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p>	Chair
3227	<p><u>Official Council email addresses</u></p> <p>Cost of set up of councillor email addresses and website for www.stathancommunitycouncil.gov.uk £290 plus VAT first year and £390 plus VAT ongoing</p> <p>Council agreed. Clerk to take forward PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p>	Chair
3228	<p><u>St Athan Veteran Champion</u></p> <p>Cllr Roberts requested council support in his request to be name Veterans Champion</p> <p>Council agreed. Agenda to include this section. Cllr Roberts to report back at each meeting PROPOSED BY: Cllr Roberts SECONDED BY: Cllr King</p>	Cllr Roberts
3229	<p><u>Business cards or ID badges</u> To be moved to a future meeting. Cllr Toker advised if any councillor who would like to have an ID badge to contact her as she is happy to supply one.</p>	Chair
3230	<p><u>Events and Projects Committee</u> Cllr C Rhodes-Matthews & Cllr L Davies</p> <p>Council agreed to Cllr Rhodes-Matthews and Cllr Davies to become members of this committee. Council agreed to a 6-councillor cap on this committee. Council agreed to schedule meetings other days apart from Tuesdays. Monday was suggested.</p>	Cllr Rhodes-Matthews/ Cllr L Davies
3231	<p><u>Meeting for budget discussion with new councillors</u></p> <p>Cllr Toker to talk to Cllr Willmot to arrange this meeting for councillors. Cllr Eustace also offered his assistance. Clerk to email councillors for availability.</p>	Chair

3232	<p><u>Scribe software</u></p> <p>Councill supports in principle. More information is needed. Clerk to provide. Discuss at next meeting</p>	Chair
	<p><u>Donation to PLCC to cover part of buffet for Remembrance Sunday</u></p> <p>Council agreed a donation for £100 PROPOSED BY: Cllr Toker SECONDED BY: Cllr Eustace</p>	Chair
3233	<p><u>Approve extra cost for roof repairs as per surveyor report</u></p> <p>Cllr Eustace suggested the surveyor to return after work completed. Clerk to contact surveyor</p> <p>Cost of extra work agreed £1,240 ex VAT. Within combined budge for roof repairs and surveyor fees.</p>	Chair
3234	<p><u>Schedule forthcoming surgeries on all Cllr availability</u></p> <p>Clerk to circulate dates of drop ins.</p>	Cllr King
3235	<p><u>Walking Festival- Valeways</u></p> <p>Council agreed to a donation for £50 (noted in Donations) PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Cleave</p>	Chair
3236	<p><u>Council meeting dates</u></p> <p>Request council to consider other days of week</p> <p>Council confirms maintaining Tuesdays. However, agreed to every three months on a temporary basis, to hold meetings on another day. Clerk to check with Cllr Davies on her availability.</p>	Cllr Davies
3237	<p><u>Part II</u></p> <p>Clerk pay increase</p> <p>Cllr Toker confirmed Clerk's pay increase and to be back dated from her start on 22/04/2025.</p> <p>Clerk was advised that the probation period had been successful completed and a permanent contract offered.</p>	Chair

Meeting concluded at 2043 hrs

There were 4 members of the public in attendance.

Next General Meeting Tuesday 4th November at 7pm

Appendix A

ST. ATHAN COMMUNITY COUNCIL FINANCIAL STATEMENT – SEPT 2025

Reserve Account	
Carried forward	£13,233.62
Interest	£12.70
To Current Account	
From Current A/C	£1,722.54
TOTAL	£14,968.86

Current Account	
INCOME	
BALANCE B/F	£46,268.40
INCOME TOTAL	£1,097.42
BALANCE	£47,365.82

EXPENDITURE

ADMINISTRATION	£5,205.45
BUILDING AND OUTSIDE AREA	£355.27
WARD	£1,401.77
DONATION	£250.00
TOTAL EXPENDITURE	£7,212.49
TOTAL INCOME/Carried forward	£47,365.82
BALANCE	£40,153.33

Appendix B – Correspondence

Correspondence
Ystadau Cymru Awards 2025 – closing 8 September – still time to apply!
Planning Committee Thursday 11th September 2025
Diversion of Public Footpath, Gileston, Vale of Glamorgan, CF62 4HY
Pre-Application Consultation - Hangar 858, Bro Tathan North
E Bulletin 8 English
GVS Health Social Care & Wellbeing bulletin 5.9.2025
Restore the Thaw Landscape: Farewell, feedback and upcoming volunteer sessions
National Grid Aberthaw Substation
Pre-Application Consultation - Hangar 858, Bro Tathan North
Information & Resources - Cost of Living Crisis Project
Dovecote Open Day
Let's Talk About Life in the Vale 2025
Webinars - Keep Wales Tidy
Planning Application Consultation 2025/00755/FUL 3, Ringwood Crescent, St Athan, Barry
Submission of the Draft Annual Remuneration Report 2026–27
Council - 29 September 2025 - Agenda and Reports
Invitation: Vale Fairtrade Breakfast 10th October
Walking Festival

Appendix C – Councillor Reports

Councillor Reports-overview

Cllr D Roberts-Free First Aid training for the community.

Cllr Roberts working with St John’s Ambulance, has arranged free first aid training for all those in the community who are interested. Dates to be confirmed.

Cllr Toker is in discussions with MOD regarding land that sits between Golf Club Lane and Clive Road. Potentially using this as a space for the community for outdoor activities. MOD will reply in the next few weeks with their proposal.

Appendix D – St Athan Community Council Diary of Events

	Date	day	Location
Oct 2025	Tues 7th	Community Council Meeting	Council Chamber
Oct 2025	Sat 18th	Monument-Cadets clean	Monument
Oct 2025	Sat 18th	Poppies on Lamp posts	Throughout ward
Oct 2025	Thurs 23rd	Police Meetings/Pop up Engagements	The Three Horseshoes
Nov 2025	Tues 4th	Police Meetings/Pop up Engagements	The Three Horseshoes
Nov 2025	Tues 4th	Community Council Meeting	Council Chamber
Nov 2025	Sun 9th	Remembrance Sunday	St Tathan Church/Monument/PLCC
Nov 2025	Sat 15th	Christmas Market	The Gathering Place
Nov 2025	Fri 21st	St Athan Community Activities Working Group	PLCC
Nov 2025	Tues 25th	Community Council Finance Meeting	Council Chamber
Nov 2025	Sat 29th	Christmas Light Switch On	St Athan Centre
Nov 2025	Sat 29th	Christmas Market	PLCC & Grounds
Nov 2025	Sun 30th	Litter Pick	Light switch on/PLCC grounds
Dec 2025	Tues 2nd	Community Council Meeting	Council Chamber
Dec 2025	Sat 6th	Council Drop In	The Gathering Place
Dec 2025	Tues 23rd	Police Meetings/Pop up Engagements	The Three Horseshoes