



MINUTES

ST ATHAN COMMUNITY COUNCIL

FULL GENERAL MEETING TUESDAY 2nd September 2

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

Minute	ITEM	Action
3080	<u>Welcome</u> The Chair welcomed those attending.	
3081	<u>Attendees</u> Chair – Cllr Sandra Toker Vice-Chair – Cllr Hayley Cleave County Councillor & Cllr Julie Lynch-Wilson Cllr Derek Willmot Cllr Roger Eustace Cllr Carly Rhodes-Matthews Cllr Kieren Manfield-Via link County Councillor Stephen Haines Cllr Damian Joseph Bridgeman Cllr Paula King Cllr Derek Roberts	
3082	<u>Apologies for absence</u> Cllr Rebecca Christian	
3083	The Chair welcomed observer Mr Richard Hendicott.	
3084	<u>Co-option of applicants for Councillor vacancy.</u> Council voted in favour of co-option for Lucy Davies at a recent interview. The Chair welcomed Cllr Lucy Davies.	
3085	<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.	
3086	<u>Confirmation of Minutes of General Meeting 1st July 2025</u> That the minutes of the General Meeting held on 1st July 2025 be accepted as a true record of proceedings. PROPOSED BY: Cllr Eustace SECONDED BY: Cllr King	
3087	<u>To confirm minutes of the Extraordinary meeting held on the 12th August 2025</u> That the minutes of the Extraordinary Meeting held on 12 th August 2025 be accepted as a true record of proceedings. PROPOSED BY: Cllr Cleave SECONDED BY: Cllr Willmot	

3088	<p><u>To consider any matters arising from the last meeting- update on progress</u> None</p>																																																													
3089	<p><u>Standing Orders Suspension.</u></p> <p>PROPOSED BY: Cllr Eustace SECONDED BY: Cllr King</p> <p>That Standing Orders be suspended to permit PCSO Angela Stone from South Wales Police to brief members on current crime stats within St Athan Ward.</p> <p>PCSO Stone ask for details for other interested parties regarding the Speed Watch once received. Clerk to forward.</p> <p>Two members of the public were in attendance. The Chair asked them if they would like to speak and they declined.</p> <p>REINSTATE STANDING ORDERS: PROPOSED BY: Cllr Cleave SECONDED BY: Cllr Willmot</p>																																																													
3090	<p><u>Crime Statistics</u></p> <table border="1" data-bbox="240 909 1273 1733"> <thead> <tr> <th></th> <th>JUL</th> <th>AUG</th> </tr> </thead> <tbody> <tr><td>VIOLENCE WITHOUT INJURY</td><td>3</td><td>12</td></tr> <tr><td>VIOLENCE WITH INJURY</td><td>4</td><td>1</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>0</td><td>4</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>7</td><td>3</td></tr> <tr><td>ARSON</td><td>0</td><td>1</td></tr> <tr><td>CRIMINAL DAMAGE</td><td>3</td><td>1</td></tr> <tr><td>PUBLIC ORDER OFFENCES</td><td>1</td><td>2</td></tr> <tr><td>MISCELLANEOUS CRIMES AGAINST SOCIETY</td><td>6</td><td>10</td></tr> <tr><td>DRUG OFFENCES</td><td>0</td><td>1</td></tr> <tr><td>ROADS/TRAFFIC</td><td>3</td><td>1</td></tr> <tr><td>ANTI SOCIAL BEHAVIOUR</td><td>5</td><td>0</td></tr> <tr><td>TOTAL</td><td>32</td><td>36</td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>		JUL	AUG	VIOLENCE WITHOUT INJURY	3	12	VIOLENCE WITH INJURY	4	1	SEXUAL OFFENCES	0	0	RAPE	0	0	RESIDENTIAL BURGLARY	0	0	BUSINESS AND COMMUNITY BURGLARY	0	0	VEHICLE OFFENCES	0	4	BICYCLE THEFT	0	0	SHOPLIFTING	0	0	ALL OTHER THEFT OFFENCES	7	3	ARSON	0	1	CRIMINAL DAMAGE	3	1	PUBLIC ORDER OFFENCES	1	2	MISCELLANEOUS CRIMES AGAINST SOCIETY	6	10	DRUG OFFENCES	0	1	ROADS/TRAFFIC	3	1	ANTI SOCIAL BEHAVIOUR	5	0	TOTAL	32	36				
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3091	<p><u>Adopt Donations Policy</u></p> <p>Cllr Eustace suggested amendment to include summary of applicant's accounts and proof of no/limited funds to self-cover, where applicable.</p> <p>Subject to above amendments, the policy was adopted by Council.</p> <p>PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Bridgeman</p>																																																													
3092	<p><u>Correspondence</u></p>																																																													

	All correspondence sent to councillors noted in Appendix B.																																																																																																				
3093	<p><u>Chair's Actions</u></p> <p>Chair attended the following events Laying up of the Colours on 29th July. Cowbridge Civic on 6th July. Dinas Powys Civic event on 13th July. The first meeting of the Veterans Hub on Saturday 30th at St Athan Golf Club. Police Community Meeting on Saturday 27th August at the Gathering Place.</p>																																																																																																				
3094	<p style="text-align: center;"><u>St Athan Ward – Financial</u></p> <p style="text-align: center;">That the above income and expenditure payments for July and August 2025 are approved</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th style="text-align: center;">INCOME</th> <th style="text-align: center;">JULY</th> <th style="text-align: center;">AUG</th> </tr> </thead> <tbody> <tr> <td>BALANCE B/F</td> <td style="text-align: right;">£27,669.38</td> <td style="text-align: right;">£25,962.56</td> </tr> <tr> <td>From Reserve A/C</td> <td></td> <td></td> </tr> <tr> <td>Rustic Roots -Rental</td> <td style="text-align: right;">£1,000.00</td> <td style="text-align: right;">£1,000.00</td> </tr> <tr> <td>Rustic Roots Electricity</td> <td></td> <td style="text-align: right;">£143.57</td> </tr> <tr> <td>Vale Council - Precept</td> <td></td> <td style="text-align: right;">£29,267.00</td> </tr> <tr> <td>Family Fun Day 25 Tombola</td> <td style="text-align: right;">£100.00</td> <td></td> </tr> <tr> <td>Village Fair July 25 Stallholders</td> <td style="text-align: right;">£50.00</td> <td></td> </tr> <tr> <td>Village Fair July 25 Tombola</td> <td style="text-align: right;">£104.50</td> <td></td> </tr> <tr> <td>INCOME TOTAL</td> <td style="text-align: right;">£1,050.00</td> <td style="text-align: right;">£30,410.57</td> </tr> <tr style="background-color: #FFD700;"> <td>TOTAL</td> <td style="text-align: right;">£28,719.38</td> <td style="text-align: right;">£56,373.13</td> </tr> </tbody> </table> <table border="1" style="width: 100%; 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WARD	JULY	AUG
Civic Ceremony-Catering		£1,545.00
Feeder Pillar x 2	£34.02	£37.80
Fete and Music Event	£1,200.00	
	£144.21	£373.56
Grass Cutting	£180.00	£180.00
Watering Flower Baskets	£90.00	£180.00
Other		£175.00
Remembrance Sunday	£85.00	
TOTAL	£1,733.23	£2,491.36
TOTAL EXPENDITURE	£2,756.82	£10,218.43
TOTAL INCOME/Carried forward	£28,719.38	£56,373.13
BALANCE	£25,962.56	£46,154.70
PROPOSED BY: Cllr Eustace		
SECONDED BY: Cllr Cleave		
3095	<p><u>Financial Assistance Requests</u> 3056 - U15s Football-£250 Council agreed providing the U15's team state that there are no funds available. Clerk to obtain this.</p> <p>PROPOSED BY: Cllr Toker SECONDED BY: Cllr Eustace</p>	
3096	<u>Councillors Reports-details in Appendix C</u>	
3097	<p><u>Attendees on external committees and meetings</u> Invitation to Community Council Meeting - Cowbridge Town Hall - 12/09/2025 Chair and Clerk agreed to attend. Cllr King to also attend. Clerk to forward details.</p>	
3098	<p><u>Planning Applications</u></p> <p>1. Planning Application No. 2025/00810/FUL (ED). Council Agreed, no objections. PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Toker</p> <p>2. Planning Application No. 2025/00813/FUL (LF). Council Agreed, no objections. PROPOSED BY: Cllr Eustace SECONDED BY: Cllr Lynch-Wilson</p> <p>Clerk to submit decisions to planning authority.</p>	
3099	<p><u>Rustic Roots</u> Building Maintenance & Chamber Refurbishment Clerk and Cllr Eustace updated Council on the roof refurbishment project.</p> <p>Rustic Roots-Business Rates Rates are currently paid by Council. Clerk suggested, as per Rustic Roots contract to charge at least a portion to Rustic Roots. Council agreed that Clerk to investigate further and report back at next meeting.</p>	

3100	<p><u>Council Events updates</u></p> <p>Remembrance Sunday Clerk to liaise with Church Buffet booked with PLCC Clerk to liaise with Police and Air Cadets</p> <p>Christmas Lights switch on Clerk to obtain quotes to PAT test and any repairs for lights.</p> <p>Council agreed to purchasing an extra 20 poppies. Sponsorship based on sponsors personal preference.</p> <p>PROPOSED BY: Cllr Lynch-Wilson SECONDED BY: Cllr Rhodes-Matthews</p>	
3101	<p><u>Councillor's Training Plan-update</u></p> <p>Training plan going well. Cllr Toker reminded all councillors that if they need to cancel training, please let Chair and Clerk know in advance to avoid any unnecessary charges.</p> <p>Cllr Bridgeman still complete Code of Conduct and New Councillor. Cllr Bridgeman advise he will get dates to Clerk as soon as possible.</p>	
3102	<p><u>Newsletter</u></p> <p>Most newsletters have been given to councillors for distribution. Clerk to drop off to remaining councillors soon.</p>	
3103	<p><u>Local Drop Ins-Council</u></p> <p>Clerk suggested revised Schedule from three months to two. This will allow for coverage of all wards. On a rolling rotation-Council Hall, The Gathering Place, Council Hall, Gileston Church. Starting off with a Saturday, however this will change as feedback is received. First one 6th Sept Council Hall, then The Gathering Place 6th December. New year will see the implementation of two-monthly cycle. Cllr Toker also suggested that in the months where no drop in occurs, a community litter pick occurs.</p>	
3104	<p><u>Flemingston landscaping</u></p> <p>Cllr Eustace to contact VoG to find out who cut the grass and cut down recently trees. Cllr Haines and Cllr Lynch-Wilson advises that VoG would have no issue with STACC maintaining this area.</p> <p>Council agreed to proposal to manage this area. Clerk to instruct Edenvale to commence work.</p> <p>PROPOSED BY: Cllr Cleave SECONDED BY: Cllr King</p>	
3205	<p><u>Monument</u></p> <p>Royal British Legion – Silhouette Metal Solider missing from Monument. Councill agreed for the purchase of a new soldier - £200</p> <p>PROPOSED BY: Cllr Lynch-Wilson SECONDED BY: Cllr Toker</p>	

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Meeting concluded at 2028 hrs

There were two members of the public and one VoG observer in attendance.

Next General Meeting Tuesday 7th October at 7pm

Appendix

Appendix A – St Athan Community Council Financial Statement June 2025.

Appendix B – Correspondence.

Appendix C – Councillor Reports.

Appendix D – St Athan Community Council Diary of Events

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Appendix A – St Athan Community Council Financial Statement June 2025.

RESERVE ACCOUNT

	July	August
Balance brought forward	£11,490.64	£11,501.14
Move from current Account	£0.00	£1,722.74
Income (interest)	£10.50	£9.74
Expenditure	£0.00	£0.00
Balance	£11,501.14	£13,233.62

Current Balance	July	August
Income	£1,050.00	£30,410.57
Balance Brought Forward	£27,669.38	£25,962.56
Balance	£28,719.38	£56,373.13

Expenditure	July	August
Administration	£263.90	£7,234.09
Building	£759.69	£492.98
St Athan Ward	£1,733.23	£2,491.36
Total	£2,756.82	£10,218.43
Balance	£25,962.56	£46,154.70

Correct at time of publish

Appendix B – Correspondence.

Council - 14 July 2025 - Agenda and Reports
National Forest Landscape Scheme 2025/27
Public Services Ombudsman for Wales quarterly newsletter: April - June
Dinas Powys Community Council - Temporary Vacancy - Deputy Clerk
GVS Health Social Care & Wellbeing ebulletin
Eglwys Brewis - cycleway/footway post construction survey
Members' Allowances: Annual Timetable of Actions
Chepstow Town Council - Projects & Events Officer
Book Now! Workshop - Decarbonising the Built Estate
Webinar - National Forest Landscape Scheme 2025/27
TfW Bulletin June 2025
Parish Online Newsletter #60 - Free GOV.UK Email Special Edition
Digital health of community and town councils
One Voice Wales E-Bulletin edition 7
IMPACT - Llais monthly newsletter
Members' Allowances: Annual Timetable of Actions
Reusable Cup Schemes - Survey and Event 28th July
Tŷ Hafan's Walk to Remember, 6th September 2025
GVS Health Social Care & Wellbeing ebulletin 27.7.2025
South West Wales bus reform - publicity help
The latest from the UK's largest Public Sector Network
Commissioner's Newsletter - July 2025
Vacancy -- Public Appointments
SLM - Indicators & Targets Workshop 04/08/2025
Planning Application Consultation 2025/00524/FUL 7, Walnut Grove, St Athan
GVS Health Social Care & Wellbeing bulletin 31.7.2025
River Thaw Discovery Day: Poplar Park, Cowbridge Thursday Aug 21st 1-3.30pm
Cost of Living Crisis Project - Information and Resources
Shaping Services for the Future, Together - Public Engagement
One Voice Wales Constitution and Governance Framework
Play report 2025
Vacancy: G7 Policy Lead - Legislation and Strategy - Welsh Revenue Authority (WRA)
Draft minutes for One Voice Wales Bridgend, Cardiff and the Vale Area Committee meeting - 21 July 2025
Welsh Government Consultation on Revisions to the Separate Collection of Waste Materials for Recycling: A Code of Practice for Wales
Overcoming barriers to Net Zero in the public sector - Webinar Series
Repair Cafe Wales
GVS Health Social Care & Wellbeing ebulletin 15.8.2025
Response - Freedom of Information request 211/25
Greenlinks G1 Service
Your Biodiversity Team at One Voice Wales
IMPACT - Llais monthly newsletter
Planning Application No. 2025/00810/FUL
GVS Health Social Care & Wellbeing bulletin 22.8.2025
The Health and Social Care We Want – Public Forum
Planning Application No. 2025/00813/FUL (LF)

Appendix C – Councillor Reports.

Report by Cllr Derek Roberts

1. Councillor Surgeries

I held two successful councillor surgeries, which gave residents the opportunity to raise concerns directly.

2. Community–Police Meeting

I organised and attended a meeting between the police and local residents to address concerns regarding speeding in the community.

3. Veterans Hub

I launched a Veterans Hub for St Athan and the surrounding area. This was done entirely off my own initiative and is not connected to the Community Council. The first meeting was well attended and the Hub will continue to develop as a resource for local veterans.

4. Highways Reporting

I reported the failure of hedge cutting to the Highways Department.

5. Playground Safety

I reported a dangerous issue at the Eglwys Brewis playground. At the time of writing, no response has been received and the issue remains unresolved.

6. Business Engagement

I introduced myself to several local companies to open discussions about supporting and collaborating with the community.

Appendix D – St Athan Community Council Diary of Events

Date	Time	Activity	Location
September 2025			
Tues 2nd	1900 - 2100	Community Council Meeting	Council Chamber
Sat 6 th	1100 - 1300	Council Drop In Session	Council Chamber
October 2025			
4th	1900 - 2100	Community Council Meeting	Council Chamber
November 2025			
4th	1900 - 2100	Community Council Meeting	Council Chamber
9th	1000 - 1130	Remembrance Sunday	St Tathan Church/Monument/PLCC
25th		Community Council Finance Meeting	Council Chamber
29 th	1800	Christmas Light Switch On	
Dec-25			
2nd	1900 - 2100	Community Council Meeting	Council Chamber
6th	1100 - 1300	Council Drop In Session	The Gathering Place

Jan-26			
6th	1900 - 2100	Community Council Meeting	Council Chamber
Feb-26			
3rd	1900 - 2100	Community Council Meeting	Council Chamber
End		Council Newsletter Distribute	
Mar-26			
3rd	1900 - 2100	Community Council Meeting	Council Chamber
Apr-26			
7th	1900 - 2100	Community Council Meeting	Council Chamber
May-26			
5th	1900 - 2100	Community Council Meeting	Council Chamber
Jun-26			
Tues 2nd	1900 - 2100	Community Council Meeting	Council Chamber