



**MINUTES OF THE ST ATHAN COMMUNITY COUNCIL GENERAL MEETING
HELD TUESDAY 3rd SEPTEMBER 2024 IN THE COUNCIL CHAMBER**

PRESENT

Chair Councillor J Lynch Wilson	Projects Committee St Athan Community Association
Vice Chair: Councillor S Toker	Projects Committee One Voice Wales Vale of Glamorgan Council, Community Liaison Committee Media Outlet Committee
Councillor R Christian	CCR Liaison Committee Llantwit Major Town Public Footpaths Forum Conservation Area Planning – Gileston Media Outlet Committee
Councillor Maxine Levett	Natural Resource Wales Friends of the Glamorgan Heritage Coast
Councillor Roger Eustace	Project Committee Conservative Area Planning – Flemingston

MINUTE	ITEM	ACTION								
2821	<u>WELCOME</u> The Chair welcomed those attending.									
2822	<u>APOLOGIES FOR ABSENCE</u> Councillor Derek Wilmot Councillor Stuart Hignell County Councillor Steve Haines									
2823	<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. Cllr J Lynch-Wilson, to speak and vote on topics related to the VOG Council’s Reshaping Programme and as Chair to the PLCC.									
2824	<u>CRIME STATISTICS</u> 1) No representatives from SWP were present. Crime statistics provided were recorded figures as of the end of June 2024. <table border="1" data-bbox="359 1792 1244 1960"> <tr> <td>Violence without injury</td> <td>7</td> </tr> <tr> <td>Violence with injury</td> <td>0</td> </tr> <tr> <td>Sexual offence</td> <td>2</td> </tr> <tr> <td>Rape</td> <td>0</td> </tr> </table>	Violence without injury	7	Violence with injury	0	Sexual offence	2	Rape	0	Clerk to send email to ask the Police to attend the meeting.
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2825	<p><u>CONFIRMATION OF MINUTES OF THE GENERAL MEETING</u> <u>2nd SEPTEMBER 2024</u></p> <p>That subject to agreed amendments, the minutes of the General Meeting held on 2nd September 2024 be accepted as a true record of proceedings.</p> <p><u>PROPOSED by: Councillor Julie Lynch Wilson</u> <u>SECONDED by: Councillor Rebecca Christian</u></p>																											
2826	<p><u>MATTERS ARISING FROM THE LAST GENERAL MEETING</u></p> <p>The following ongoing matters were discussed:</p> <p>(a) Min 2651d – Street lighting Active Travel Route. Ongoing.</p> <p>(b) Min 2669f – Damaged bridges Flemingston. Ongoing</p>	<p>ACTIONS:</p> <p>a) Letter to be sent to VoG Council about ongoing issue with lights.</p> <p>b) Letter to be sent to VoG Council to advise of damaged bridges in Flemingston.</p>																										
2827	<p><u>WAR MEMORIAL</u></p> <p>It was agreed that a subcommittee be created to discuss the future project plans of the war memorial. The first meeting will take place on Wednesday 11th September 2024 at 7.00pm. The war memorial team will be led by Councillor Maxine Levett and supported by the subcommittee.</p>	<p>Meeting 11th September</p>																										
2828	<p><u>FINANCIAL STATEMENT</u></p> <p>That the presented financial statement as of 30th August 2024 be accepted as a true record of the Council Financial Accounts. Details provided in Annex A and B.</p>																											

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2829	<u>DOORBELL AND SIGN FOR CHAMBER</u> It was agreed that a cost of £150 will be spent on a doorbell and a sign for the council chambers. <u>PROPOSED By: Councillor Roger Eustace</u> <u>SECONDED By: Councillor Rebecca Christian</u>	CLERK																																																										
2830	<u>CORRESPONDENCE</u> Information in Annex C.																																																											
2831	<u>CHAIRMAN'S ACTIONS</u> No actions. Fete to take place on the 7 th September 2024																																																											
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	<p>Total Expenditure That the above income and expenditure payments for August 2024 are approved.</p> <p style="text-align: right;">£6288.22</p>															
	<p><u>PROPOSED By: Councillor Roger Eustace</u></p>															

MINUTE	ITEM	ACTION
	<p><u>SECONDED By: Councillor Rebecca Christian</u></p>	
2833	<p><u>PLANNING APPLICATION(S)</u></p> <p>2024/00593/FUL (RL) 2013/01165/FUL - Demolition and redevelopment of former car park to provide 23 affordable dwellings by Station Road and associated work.</p> <p>2024/00584/FUL - Westwoods Castleton road, Removal of conditions (Agricultural Occupancy) of planning permission p17/2/465 (1965) a pair of Semi-detached houses for agricultural work.</p> <p>2024/00603/FUL - Penybryn, Llantwit Road, St Athan, Barry. Demolition of existing garage and lean-to rear extension construct new (lawful development) rear lean-to extension, new garage, internal remodelling and relocate front door.</p> <p>2023/01076/FUL - Land at Bro Tathan, St Athan, proposed provision of above and below ground utilities, associated infrastructure and reprofiling land (Approved)</p>	
2834	<p><u>REPORTS</u></p> <p>Financial Toolkit to be completed by clerk and reviewed monthly with Council consultations to take place with public around the Vision and Mission. It was agreed that a first draft of the proposed budget for the next financial year, will be made available to Councillors prior to the Financial Meeting in November. See Annex F</p> <p>Audit report to be issued to Councillors once it has been received.</p> <p>Report submitted from Councillor Derek Willmott about the cement works. See Annex E.</p> <p>Report submitted by Councillor Sandra Toker about the OVW see Annex D.</p> <p>Report submitted by Councillor Rebecca Christian on the financial toolkit Annex G</p>	CLERK
2835	<p><u>GREEN SPACE</u> <u>Flemingston Wildflower Verge</u></p> <p>There was a discussion about using a strip of verge in Flemingston for wildflowers. Email sent to Edenvale to provide a quote to cut brambles and area to be looked at for planting.</p>	ACTION Cllrs M Levett
2836	<p><u>TOWN STATUS</u></p> <p>The pros and cons of becoming a Town are to be explored and shared with the Public. The newsletter has now been issued to the Community and consultations will now take place with the public.</p>	Consultations to take place with the public

MINUTE	ITEM	ACTION
2837	<u>GILESTON MANOR</u> Ongoing issues with noise.	Cllr Rebecca Christian
2838	<u>NOTICE BOARD</u> A refund of £700 to be sent back to St. Athan Council this is being progress chased by the Clerk.	CLERK
2839	<u>CHRISTMAS LIGHTS</u> Date of the 24th November confirmed for the switching on of the lights. The Company who will install the lights have confirmed this date.	CLERK
2890	<u>RUSTIC ROOTS</u> Electric charges agreed and a future meeting to be arranged with Rustic Roots.	CLERK
2891	<u>FINANCIAL APPEAL</u> It was agreed that a £250 donation would be given to Flemingston Church. <u>PROPOSED By: Councillor Roger Eustace</u> <u>SECONDED By: Councillor Rebecca Christian</u>	CLERK
2892	<u>CONNECT TRANSPORT</u> The Clerk to look into a Partnership with the Green Links in the Vale of Glamorgan.	CLERK
2892	<u>ANY OTHER BUSINESS</u> <ol style="list-style-type: none"> 1. Remembrance Sunday to be held on the 10th November arrangements to be planned 2. Plans to decorate the bus stop at the Cenotaph entrance with poppies and a net to be progressed by the Clerk. 	CLERK

There being no further business to discuss the meeting closed at 9.45pm

No members of the public were present

The next General Community Council Meeting will be held on the 1st October 2024, at 7.00pm

ST. ATHAN COMMUNITY COUNCIL
FINANCIAL STATEMENT – July 2024

RESERVE ACCOUNT

Balance brought forward	£26,246.70
Income (interest)	£34.41
Expenditure	0.00
Balance	£26,281.11

Current Balance

Income - £1,272.87

Balance Brought Forward - £8,295.09

Total - **£9,567.96**

Expenditure

Administration - £3,002.03

Council Property - £814.95

St Athan Ward - £2,601.34

Total - £6,418.95

Balance **£3,149.64**

Annex B

ST. ATHAN COMMUNITY COUNCIL
FINANCIAL STATEMENT – AUGUST 2024

RESERVE ACCOUNT

Balance brought forward	£26,246.70
Income (interest)	£30.73
Expenditure	£5000.00
Balance	£21,277.43

Current Balance

Income - £1,422.87

Balance Brought Forward - £3,149.64

Precept - £28,414.00

Expenditure

Administration - £2,865.35

Council Property - £1,457.18

St Athan Ward - £1,909.01

Tot al - £6,231.54

Balance **£31,698.29**

Annex C

Date	Received From	Action Required	By Whom
09.07.2024	Vale of Glamorgan – Project Zero Update	Review	All
09.07.2024	Vale of Glamorgan – Agenda Minutes	Review	All
10.07.2024	Planning and Wales Value of place plans	Review	All
11.07.2024	Safety bill update	Review	All
12.07.2024	Healthbulletins@GVS	Review	All
19.07.2024	DBCC – Guide to 2026 Review of the Senedd Constitutes	Review	All
22.07.2024	Vale Nature Partnerships	Review Pack	Maxine
23.07.2024	One Voice Wales – Audit Information	Review	All
25.07.2024	One Voice Wales – National Conference 16 th October 2024	Review / Confirm attendance	Clerk
25.07.2024	Health Bulletin	Review	All
26.07.2024	Application to be recognised as a county of sanctuary	Review	All
26.07.2024	Local places for nature Keep Wales Tidy (Free Pack)	Review	Maxine
01.08.2024	One Voice Wales conference information	Review	All
01.08.2024	Cardiff and Vale UHB Gastroenterology change	Review	All
02.08.2024	Planning Aid Wales Wednesday 18 th September	Review	Clerk
12.08.2024	One Voice Wales – Introduction to the Eden Community Action online course	Review	Clerk
14.08.2024	Vale Coastal Forum	Review	All
15.08.2024	Health Bulletin	Review	All
15.08.2024	One Voice Wales – Save a life Cymru	Review	All
15.08.2024	One Voice Wales – Draft minutes	Review	All
15.08.2024	One Voice Wales – Six Month Rule	Review	All
19.08.2024	One Voice Wales – Fly Tipping	Review	All
19.08.2024	Save the date – Dinas Powys Civic Event – Sunday 29 th September	Review	Julie
20.08.2024	Planning Act Wales – Cost of £100 to attend to be agreed with council	Review	Clerk
21.08.2024	One Voice Wales – Development Notice Support	Review	Clerk
21.08.2024	One Voice Wales – Cost of living to attend 11 th September / Older Person in the community – 27 th September	Review	All
28.08.2024	One Voice Wales – Nature Packages meeting being held 1 st October 11-12pm	Review	Clerk and Maxine
29.08.2024	One Voice Wales – Information	Review	

Annex D

One Voice Wales Meeting – 29th January 2024

By Cllr Sandra Toker

- Presentation was given by Lyn Cadwallader – Chief Executive of One Voice Wales – about the purpose and aims of One Voice Wales.
- Cllr A Trousdell gave a report from Glamorgan Heritage Coast Group – there has been a rerouting of the path around St Donats Atlantic College and maintenance is ongoing.
- Cllr Richard Cox gave a report from the Cardiff & Vale Health Board. Transport for patients to and from medical care is important, the only channel currently available isn't working. Community Health Councils have been replaced but the new councils have only been in place about 9 mths and will require time to work correctly. Currently they appear to be ineffective and responsive.
- Councils are encouraged to get Councillors to attend the training courses that are available via One Voice Wales.
- Councils are reminded to make use of the finance and governance tool kit which is available.
- One Voice Wales National Awards will be held on 27th March 2024 – email was sent to ask for nominations from councils.
- RDLP – there is no reason for a County Council to not engage with the community councils. If councils are not able to take part in Place Making there is an alternative of a Place Plan.
- Membership in this area is now all but one council
- Next Meeting is 22.04.2024

Annex E

Aberthaw Cement Works Community Liaison Meeting July 2024.

Present were Works Manager, Quarry Manager, Environmental Manager, and Admin from CRH Aberthaw, A representative from NRW (National Resources Wales) and various local residents, councillors and other interested parties from Rhoose, Fontygary, Llancadle, East Aberthaw and me!

Aberthaw has seen a slight reduction in demand for cement but ytd has sold 180kt with a year end expectation of 385kt. The works currently employs

109 fulltime

7 apprentices

3 graduates

They put a considerable amount of monies into the local area, spending £4.5M on salaries and pensions alone. 70% of staff live within 10 miles of the site.

The focus is on the use of Alternative fuels to reduce the amount of coal used in the process with a current substitution rate of c.40% with an aim of 45+%. For reference there is a cement plant in Eire using 70+% substitution and another in Switzerland claiming 100% alternative fuel usage. The age and design of Aberthaw does not make this achievable but they strive to improve subject to external factors.

The plant also attempts to use alternative raw materials in the process, particularly air cooled slag as an extender. The use of air cooled slag also helps with reducing the carbon figures as it has already been 'burnt' and is a by-product of the steel industry. Decarbonisation is high on the list of priorities. When asked about the effect that the potential close of Port Talbot as a source of slag, we were advised that there is an immense stockpile at source. As the current slag comes directly from the furnaces the supplier may have to find alternative ways of dealing with stockpiled material. The other thing of note was that the supplier of high-grade limestone to Aberthaw, also supplies the blast furnaces.

During 2024 the site has replaced 2 (out of 10) cooler tubes on the kiln at a cost of £200k. These are replaced on a cycle of 2/year.

A further £100k has been spent on refurbishment of the bagfilter, and a further £50k on the Primary Crusher

In the near future £1.7M is to be spent on the Incomer electric supply system to replace outdated equipment.

A short presentation was given by the Quarry manager relating to the operation of the quarry and the blasting regime. YTD there have been 9 blasts each yielding approx. 14.7kt of stone.

Ground vibration within the local area was perceived to be varied, with an East Aberthaw resident claiming to feel them, whilst a Fontygary one did not. This was attributed to a variety of causes; location of the blast, the underlying geology and possibly weather conditions, all of which can be causal. The quarry blasts are all well below the permitted level of vibration allowed by the permit from NRW. The works is very proactive in advising local residents, via Rhoose councillors and Facebook, of the timings of forthcoming blasts. Any data relating to blasts is made available for inspection upon request.

There was a discussion about dust deposition and graphs were shown of the makeup of the dust profile from the 3 permanent dust monitoring station. Unsurprisingly the largest dust burden was shown to the North east of the plant, although a significant proportion was shown as road related (tyre and brake dust).

Further noise suppression is undergoing where possible and the works uses the services of a consultant to monitor the noise profile.

The works also attempts to support local good causes where possible, which have included children's football strips, a defibrillator, donations of materials to several projects, etc

Annex F

Finance Meeting - Preparation Proposals - September 2024

3. **Mid-September.** The Chair and Clerk meet prior to the Finance Meeting to **prepare the Budget Spreadsheet.** To include last year's budget and proposed budgets for the new year. Many are based on previous expenditures e.g. electricity, council tax, etc. and so are somewhat fixed.
4. **Mid-October.** All councillors are invited to **propose new budgets** with supporting documents. Only needs to be a paragraph of text. Submissions by **mid-October.**
5. **End October.** All **submissions added** into the proposed budget. Including the effect on the proposed Precept increase. Distributed to Councillors by **end October.** This allows Councillors to consider each proposal carefully with proper time to do so, prior to the Finance Meeting.
6. **November Finance Meeting** - councillors arrive well informed, they will probably be able to 'blanket' accept most of the budget. Only some items will need fuller discussions.

These changes will give Councillors proper time to reflect on what our communities need and make better informed judgements. These preparations should make the process more efficient.

Annex G

Finance & Governance Toolkit One Voice Wales Training 24th July, 6:30 - 8:00pm Councillor Rebecca Christian

The One Voice Wales (OVW) Finance & Governance Toolkit is to be used by Community Councils to understand the Council's responsibilities and achieve high standards of financial management and governance. It is a way of checking if a Council is complying with its duties and sharing best practice.

A duty is a legal requirement. There are many, and include, for example: an Annual meeting in May, having a Responsible Financial Officer, a Training Plan and an Annual Report.

It was devised in response to the Welsh Government being concerned that not all Community Councils were meeting their financial duties. The Auditor General was concerned with the rise in Public Interest Reports.

St Athan Council has completed the Finance Toolkit methodology in the past, but it needs looking at again. This is needed to update the Toolkit but also it will be an excellent opportunity for our new Clerk to understand the Council's financial duties and procedures.

The Toolkit guides Councils through the necessary steps and includes links to the relevant legislation. Statutory obligations are highlighted. It also references some model policies and case studies.

The Toolkit is subdivided into 5 Key Themes:

7. Vision, purpose & community planning
 - a. A Community Council provides community leadership.
 - b. In exercising this role, it will benefit from having a clear vision for its community, developed in partnership/ consultation with all sections of the community.
 - c. This will inform council plans, budgets and activities to ensure the Council best works with and in the interests of the community.
8. Leadership & people

- d. The Council should respect the values of openness and transparency and adhere to, and model, the behaviours and standards set for all councillors in the Code of Conduct.
 - e. The Council should be committed to enhancing its capability and capacity commensurate with its range and scale of operations.
 - f. Employees are the principal asset of any Council. It is important that they are given trust and respect to perform their roles.
9. Community engagement and partnerships
- g. Community Councils play an active role in engaging, involving and consulting with their communities. An effective council understands its community's (people and places) needs and desires, and knows the positive difference it is making.
 - h. Councils should aim to ensure that no one feels disadvantaged, and that all groups within the community are engaged.
 - i. A partnership is an agreement to do something together that will benefit all involved, bringing results that could not be achieved by a single partner operating alone and reducing duplication of efforts.
10. Business processes
- j. A well-run and well-managed council has clearly defined processes in place for key areas of business. These give an overall structure for decision-making designed to:
 - i. Ensure compliance with legislative requirements
 - ii. Deliver consistent outcomes or results
 - iii. Mitigate against risk by ensuring tasks are performed correctly
 - k. Business processes are key indicators of the strength of financial management and governance arrangements of a Community Council
11. Resources & financial management.
- l. Community Councils are entrusted with the management of public funds and assets.
 - m. All Councils should have appropriate financial governance arrangements in place to ensure the security of these resources and to ensure that they achieve economy, efficiency and effectiveness in the use of those resources.
 - n. Statutory and non-statutory procedures for good financial management should be in place.

The Toolkit's Health Check needs to be completed first by the Clerk. The resultant Health Check Actions will indicate how many items need attention and have implications for the Council's budget.

The Self-Assessment should be done by a working group of Councillors. For each theme in the Health Check, plus evaluation of council impact, there is a series of probing questions and examples of evidence. The council should consider how it is operating in relation to each of the statements. The Self-Assessment is designed to help Councils reflect more deeply on how the Council is operating, managing its finances and governing itself. Councillors should consider what arrangements the Council has in place, and importantly how the council is working for and with the local community, to achieve the greatest impact on the well-being of its area.

An Action Plan needs to be drawn up and presented to a full meeting, including resource costs in time and money.

Summary of findings/ actions to be published on the Council website.

It is suggested that the Council's ToolKit document could be included in the Annual Report.

Internal Audit must be completed yearly. We appoint a suitable auditor who checks our 'internal' processes, standing orders and procedures to check our systems are fit for purpose. Councillors to be used with a copy of the Internal Audit Report.

External Audit is completed by Audit Wales every 2 years and every 3 years they check the Internal Audit Report. Councillors to be used with a copy of the External Audit Report.

Support & information can be obtained from: OVW, SLCC, Audit Wales Practitioner's Guide, ACAS, HSE, Public Services Ombudsman for Wales.

