

St Athan Community Council

Full General Council Meeting Minutes

Meeting: Full General Council

Date: Tuesday 6th January 2026

Meeting Start: 1900

Meeting Concluded: 2110

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

Chair: Cllr Sandra Toker

Minute Taker: Proper Officer Maria Stevens

Number of Public in attendance: Three (3)

3298. Welcome

Cllr Carly Rhodes Matthews submitted her resignation as councillor for St Athan Community Council. The Chair has accepted and thanked her for her service to St Athan whilst on the council and wished her the best for the future.

The Chair advised the Council that a second by-election has been called, to be held on 19 February 2026.

3299. Attendees

Cllr Sandra Toker

Cllr/County Cllr Julie Lynch-Wilson

Cllr Derek Willmot

Cllr Paula King

Cllr Gethyn Clarke

Cllr Kieren Manfield-Remote

Cllr Derek Roberts-Remote

3300. Apologies for Absence

Cllr Roger Eustace

Cllr Hayley Cleave

Cllr Lucy Daves

County Cllr Steve Haines

3301. To Receive Declarations of Interest

None received

3302. Standing Orders Suspension

Motion:

It was proposed by Cllr Lynch-Wilson

and seconded by Cllr Willmot

that Standing Orders be suspended for to allow for the Morris Commercial presentation and public to speak on matters in the agenda.

Outcome: Agreed

3303. Morris Commercial Ltd Presentation

Morris Commercial Ltd gave a presentation to the Council regarding their plans to produce an electric vehicle remake of an iconic van. They outlined their proposal to establish a production facility at Bro Tathan. The council were invited to asked questions and sought clarification including potential local employment opportunities and community impact.

3304. Crime Statistics

	2025											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
VIOLENCE WITHOUT INJURY	0	17	8	9	7	11	3	12	7	13	12	6
VIOLENCE WITH INJURY	1	2	1	3	3	3	4	1	0	3	4	5
SEXUAL OFFENCES	1	5	1	1	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0
RESIDENTIAL BURGLARY	0	2	2	0	2	0	0	0	0	0	0	0
BUSINESS AND COMMUNITY BURGLARY	0	5	0	0	0	1	0	0	0	0	2	6
VEHICLE OFFENCES	0	0	0	3	1	0	0	4	4	2	5	0
BICYCLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
SHOPLIFTING	0	0	0	0	0	0	0	0	0	0	0	0
ALL OTHER THEFT OFFENCES	0	6	2	1	7	2	7	3	1	5	2	1
ARSON	0	0	0	0	0	0	0	1	0	0	0	0
CRIMINAL DAMAGE	0	4	1	4	3	2	3	1	0	2	2	0
PUBLIC ORDER OFFENCES	0	0	0	0	0	0	1	2	0	1	1	0
MISCELLANEOUS CRIMES AGAINST SOCIETY	2	3	4	6	5	5	6	10	2	4	11	3
DRUG OFFENCES	0	2	1	2	1	1	0	1	1	1	0	0
ROADS/TRAFFIC	0	2	0	3	4	2	3	1	2	3	1	1
ANTI SOCIAL BEHAVIOUR	0	6	0	3	8	6	5	0	1	3	2	1
TOTAL	4	54	20	35	41	33	32	36	18	37	42	23

PCSO Angela Stone sends her apologies as she is unable to attend this meeting.

General consensus that statistics have gone down.

The Chair requested that Councillors who have concerns regarding the crime statistics submit any questions to the Proper Officer, who will forward them to PCSO Stone.

3305. Public Comment – Agenda Items Only

Public declined to speak

3306. Standing Orders Reinstatement

Motion:

It was proposed by Cllr Willmot

and seconded Cllr King

by that Standing Orders be reinstated.

3307. To Confirm Minutes of the Finance Committee Meeting held on 25th November 2025

Motion:

It was proposed by Cllr Toker

seconded by Cllr King

that the minutes of the Finance Committee Meeting held on 25th November 2025 be confirmed as a true record.

3308. To Consider Any Matters Arising from the Finance Committee Meeting held on 25th November 2025

Discussion:

Nothing arising.

3309. Financial Budget – To Agree the Precept and Budget for 2026/2027

The Proper Officer ran through the proposed amendments to the budget.

The Chair highlighted that the cost of replacing the pendant on the Chair's chain would be in excess of £3,000. The Chair further advised that repairs to the chain, which are required, would cost in the region of £1,000. Following discussion, it was agreed to proceed with the repair and to review replacement of the chain in a few years' time.

The Proper Officer highlighted that the budget includes £1,200 for Chambers and Kitchen decoration; however, two quotes had been received in the amounts of £1,420 and £1,430.

Cllr Roberts expressed his unhappiness regarding the cost of the painting, stating that councillors could undertake the work themselves. Cllr Toker reminded Cllr Roberts that councillors are not required to carry out such work and that, for reasons of professionalism and health and safety, a contractor should be engaged.

Cllr Toker then called a vote.

Those in favour of accepting the £1,430 quote: 5; against: 1; abstentions: 1.

Motion:

It was proposed by Cllr Willmot

and seconded by Cllr Lynch-Willson

that the Council approves the precept and budget for 2026/2027 with amendments

Outcome: Agreed

3310. To Confirm Minutes of the Last Full General Meeting held on 3rd December 2025

Motion:

It was proposed by Cllr Lynch-Wilson

and seconded by Cllr King

that the minutes of the Full General Meeting held on 3rd December 2025 be confirmed as a true record.

Outcome: Agreed

3311. To Consider Any Matters Arising from the Minutes of the Last Full General Meeting held on 3rd December 2025

None raised

3312. Adoption of Training Plan

Motion:

*It was proposed by Cllr Toker
and seconded by Cllr King
that the Council adopts the Training Plan as presented.*

Outcome: Agreed

3313. Correspondence – Appendix 2

3314. Chair's Report

Notes from The Gathering Place roundtable on 05.12.2025

Update from funding - after 3 mths The Gathering Place (TGP) are within £200 of target - the plan seems to be working

Gareth Kiddy will be undertaking a feasibility study - we will be talking to people/ holding focus groups / looking at governance arrangements

TGP have been invited to attend the next CAWG.

The Chair attended the St John's Ambulance Carol Service in Barry.

3315. Financial Overview – December 2025

INCOME	DEC
BALANCE B/F	£8,411.21
From Reserve A/C	
Rustic Roots -Rental	£1,000.00
Rustic Roots Electricity	£449.84
Vale Council - Precept	£29,266.00
Refund	£47.91
INCOME TOTAL	£30,763.75
TOTAL	£39,174.96

EXPENDITURE

ADMINISTRATION	DEC
Proper Officer -Salary	£2,555.03
Proper Officer - HMRC	£964.94
Councillor - Attendance Remuneration	£320.00
Councillor - Training	£42.00
Microsoft - software	£11.52
Microsoft - storage	£1.99

Scribe software	£61.20
Office Equipment & Furniture	£243.95
Stationery, ink, paper, printing, postage	£158.20
Internet & Telephone-OneCom	£48.00
Mobile Phone	£7.95
TOTAL	£4,414.78

BUILDING AND OUTSIDE AREA	DEC
Business Rates	£258.00
Cleaning supplies	£41.53
Electric Supply	£603.31
Maintenance - General	£420.00
TOTAL	£1,322.84

WARD	DEC
Community Information & Social event	£11.65
Feeder Pillar x 2	£38.28
Grass Cutting	£232.80
Remembrance Sunday	£56.00
Xmas Lights - Up/Down	£1,007.96
Xmas Lights - Switch on Event	£38.08
Christmas Leaflets	£98.00
TOTAL	£1,482.77

DONATION	DEC
Church - Gileston	£350.00
Contingency Fund	£220.00
TOTAL	£570.00

TOTAL EXPENDITURE	£7,790.39
TOTAL INCOME/Carried forward	£39,174.96
BALANCE	£31,384.57

Motion:

*It was proposed by Cllr Willmot
and seconded by Cllr Roberts
that the financial report be noted as presented*

Outcome: Agreed

3316. Councillor Reports – Overview

Cllr Roberts reported that he had been assisting two families with property-related issues and providing support to a veteran. He had arranged a Santa Run and was working towards establishing an access path around the football pitch. He was also looking into the school bus issue and participated in a public meeting regarding the Clive Road development. Additionally, he is investigating an issue at Owain Court.

Cllr Willmot continues to carry out regular litter picking. He also took part in the beach litter pick on Boxing Day and New Year's Eve, where a team of over 30 people collected a significant amount of rubbish from the beach. Well support by the broader community.

Cllr King attended a Mental Health webinar and also took part in the public meeting regarding the Clive Road development.

Cllr Toker attended the Council as an Employer Training Module from OVW

The Proper Officer stated that full reports must be submitted for inclusion in the minutes and reminded Councillors to ensure their reports are submitted on time.

3317. County Councillor Updates

County Cllr Lynch-Wilson advised the Council that she had attended the Clive Road public meeting and continues to engage with residents on a range of matters in her capacity as County Councillor.

3318. Financial Assistance (Donation) Requests

None received

3319. Planning Applications

None received

3320. Future Council Events

Date for Civic Ceremony

Cllr Toker advised the Council that the current proposed date for the Civic Ceremony is 21st June, which coincides with Father's Day, and suggested moving it to either 14th or 28th June. Cllr Lynch-Wilson will check the availability of the Paul Lewis Community Centre for these alternative dates.

3321. Feedback from Past Events

None received.

3322. Feedback from Suggestion Box

The Chair reported that 19 feedback slips had been received in the suggestion box. Many of the suggestions are matters the Council can assist with, and some are already included in the current and next financial year budgets. However, several suggestions were considered unrealistic. A full list of the feedback will be circulated to Councillors.

Children's Activities

Craft Clubs I

Activities for ALN

Youth Club II

Improvements

Lighting between Eglwys Brewis to Aston Martin/ End of Runway I

Lighting on East Vale I

Dropped Kerbs in some areas I
Book Club II
Crochet / Knitting Club II
Allotments I
Junior School Bus I
Train Station I
Improvements to Eglwys Brewis Park and Estate I
More Trees
Possible development of East camp into a shopping centre I
Dog Poo Bins
Improved lighting at PLCC car park I

3323. Council Representatives on External Committees

The Council concluded that the Proper Officer is to research the dates, times, and frequency of external meetings for the currently vacant positions and circulate the details to councillors, who will then indicate their availability and willingness to volunteer for the committees.

3324. Use of Chamber During Weekdays

The Rustic Roots lease had been distributed to all Councillors prior to the meeting. As the lease clearly states that the Chambers cannot be used during the day for anything other than the nursery, the Council agreed that the Chambers may only be used for Council business and other activities after 6:00 pm on weekdays and at any time on weekends.

3325. Forming of the Grants Application Committee

The Council confirmed the formation of the Grants Application Committee. The Proper Officer will email Councillors requesting volunteers to serve as members of the committee. The Chair of the Council will serve as Chair of the Committee, with three further members to be appointed.

3326. Welsh Language Scheme – Report from Proper Officer

The Chair confirmed that all had received the Proper Officer's report. The Proper Officer expressed her concern that she does not speak Welsh and is therefore uncomfortable translating content accurately. The Council agreed that basic social media posts should be published in both English and Welsh, using event posters as an initial example. It was agreed to start with smaller items and expand bilingual content as financially feasible, utilising free translation services where possible.

3327. Grant for Community Minibus – Report from Cllr Roberts

After a lengthy discussion, Cllr Roberts is to provide a fully costed proposal, including all relevant information, to enable further discussion. Once the report has been received, an agenda item will be added to the next relevant Council meeting.

3328. St Athan Primary School Music Project

Cllr Lynch-Wilson still has not received any information from the school. Once Cllr Lynch-Wilson has received information to carry this forward, an agenda item will be added to the next relevant Council meeting.

3329. Church Crosses

The Council instructed the Proper Officer to contact the Church to ascertain whether they agree to the replacement of the crosses on their property. Once agreement,(or non-agreement) has been received, the Council will be able to discuss the feasibility of the project.

3330. Four Cross Bus Shelter

The Chair suggested that a mural could be painted in the bus stop; however, the area is currently overgrown with vegetation.

A quote of £150 plus VAT was received from Edenvale to clear the area. Cllr Clarke offered to carry out the work himself, noting that he has the necessary equipment.

Cllr Roberts objected, stating that he had been advised not to cut back hedges. The Chair clarified that legislation prohibits hedge cutting during the months of March to August inclusive.

The Council agreed that the matter will be discussed further at the next Council meeting.

3331. Public Meeting – Clive Road Development

The Chair requested that an official St Athan Community Council public meeting regarding the Clive Road development be held at the Gathering Place on Thursday 29th January at 7:00 pm. The Council approved a maximum expenditure of £60 for hall hire for this event

Motion:

*It was proposed by Cllr Willmot
and seconded by Cllr Toker
that the outcome be noted.*

Outcome: Agreed

3332. Cleaning of Chambers – Monthly

The Chair advised the Council that, due to the Chambers experiencing significant mould on the outer walls, a surveyor had been engaged to assess the health and safety implications. The report was circulated to Councillors prior to the meeting.

The Chair advised the Council that, as a matter of urgency, the Proper Officer's daughter had carried out a deep clean of the premises. The Chair asked the Council whether they wished her to continue providing a monthly cleaning service or whether the work should instead be put out to tender. The report recommended a monthly clean. Cllr Roberts insisted that the work be put out to tender. The cleaning is estimated at four to six hours per month. The Council agreed to the job going out to tender and instructed the Proper Officer to obtain quotes.

3333. Bank Charges

The Proper Officer advised council that bank charges will now commence from end Jan 2026 due to council income now over £100,000 pa.

3334. Following Correct Procedures per Code of Conduct & Standing Orders

Cllr Roberts expressed concern that, in his opinion, standing orders were not followed regarding the engagement of a surveyor for the roof project. He stated that three quotes should have been obtained.

Cllr Toker explained that the surveyor was engaged promptly due to the imminent start of the project. Despite this, Cllr Roberts maintained that standing orders were being breached.

Cllr Willmot reminded the Council that financial regulations had been adopted, which allow the Proper Officer to authorise emergency expenditure up to £2,000 (or £500 under normal circumstances)

without obtaining quotes.

The Chair closed the discussion, noting that it was going in circles and was not progressing.

3335. St Athan Primary School Bus

It was agreed that, in collaboration with the three school governors (Cllr King, Cllr Willmot, Cllr Lynch-Wilson, County Cllr Haines also sits as a school governor, however was not at the meeting) who sit on the Council as community councillors, Cllr Roberts will prepare a fully costed report with supporting information.

Once the report has been received, an agenda item will be added to the next relevant Council meeting for consideration and discussion.

3336. Christmas Decorations (Including Trees)

Cllr Roberts raised concerns regarding the small size of the newly installed live, planted Christmas tree.

Cllr Lynch-Wilson explained that the smaller tree was selected as advised, as it has a better chance of survival, as it is root-balled rather than having roots damaged through removal and replanting. It was noted that previous trees had failed to survive.

Cllr Roberts continued to argue that the village should purchase a large Christmas tree annually for placement in a central location, similar to practices in larger nearby towns. Councillors noted that this would incur significant cost.

The Council agreed to investigate the matter further later in the year.

3337. St David's Day Celebrations

Cllr Roberts suggested displaying bunting on lampposts around the village to celebrate St David's Day.

The Council instructed the Proper Officer to check what bunting is currently held in storage.

The matter will be discussed further at the next Council meeting.

3338. Disposal of Fridge

The fridge has been removed from the kitchen as Rustic Roots no longer require it. It does not form part of their lease, and the Council needs to consider its disposal as it is a Council asset. The fridge is an integrated model.

The Council agreed that the fridge should not be retained and should be disposed of.

It was agreed that the fridge will first be offered to The Gathering Place and Need to Feed. If neither organisation requires it, it will be offered free of charge to the general public. Should there be no interest, the fridge will be disposed of appropriately.

The meeting came to a close at 2110.

The next Meeting will be Tuesday 3rd February 2026

Appendix 1
FINANCIAL STATEMENT – DECEMBER 2025

Reserve

Carried forward	£17,475.24
Interest	£15.06
From Current A/C	£964.94
TOTAL	£18,455.24

CURRENT ACCOUNT

Income

BALANCE B/F	£8,411.21
INCOME TOTAL	£30,763.75
TOTAL	£39,174.96

Expenditure

ADMINISTRATION	£4,414.78
BUILDING AND OUTSIDE AREA	£1,322.84
WARD	£1,482.77
DONATION	£570.00
TOTAL EXPENDITURE	£7,790.39
TOTAL INCOME/Carried forward	£39,174.96
BALANCE	£31,384.57

Correspondence-Appendix 2

Correspondence	Originator
Annual Carol Service - St Mary's Church, Barry, 14th December	Barry Town Council
GVS' e-Vista magazine (including Sustainable Funding News) - Winter 2025	GVS
Update on Precautionary Safety Measures at Aberthaw	CCR
Upcoming Online Events - Cost of Living Crisis Project	OVW
Cofrestrwch Yn Awr ar gyfer ein Gweminar Nesaf	OVW
OVW FREE Biodiversity Packages for C&TCs Pecynnau Bioamrywiaeth AM DDIM ULIC	OVW
Is-orsaf Aberthaw Substation	NG
FUNDING SAFETY TOGETHER - SURVEY LAUNCHED	SWP
Injunction Granted for Aberthaw Site	CCR
IMPACT - Llais monthly newsletter	Llais
Planning Application Consultation 2025/01144/HAZ Land at Bro Tathan, St Athan	VoG
E Bulletin issue 15	OVW
Managing EV Charging & Lithium Battery Safety A Brief Guide for Estate Managers	OVW

Joint event One Voice Wales and Planning Aid Wales	OVW
Senedd Cymru (Disqualification) Order 2025 - Notification of Order being made	
Section 137 Discretionary Expenditure Limit	WG
Application Updated	VoG
Calendar of Meetings 2026-2027 Municipal Year	VoG
Thank you	PLCC

Community Events – Appendix 3

Month	Date	Time	Activity	Location
Jan	Tues 6th	1900 - 2100	Community Council Meeting	Council Chambers
Jan	Sat 10th	10am	Litter Pick	
Jan	Thurs 29th		Public Meeting Clive Road Development	The Gathering Place
Jan	Sat 24th	11am	CAWG	The Gathering Place
Feb	Tues 3rd	1900 - 2100	Community Council Meeting	Council Chambers
Feb	Sat 7th	11am-1pm	Drop In	Council Chambers
Feb	End		Council Newsletter Distribute	
Mar	Tues 3rd	1900 - 2100	Community Council Meeting	Council Chambers
Mar	Sat 7th	10am	Litter Pick	
Mar		tbc	CAWG	tbc
Mar		tbc	Police Event	tbc
Apr	Tues 7th	1900 - 2100	Community Council Meeting	Council Chambers
Apr	Sat 11th	tbc	Drop In	Gileston Church
May	Sat 2nd	12pm	Family Fun Day	
May	Tues 5th	1900 - 1930	Council AGM	Council Chambers
May	Tues 5th	1930 - 2100	Community Council Meeting	Council Chambers
May	Sat 9th	10am	Litter Pick	
May	Sat 30th?	tbc	CAWG	tbc
Jun	Tues 2nd	1900 - 2100	Community Council Meeting	Council Chambers
Jun	Sat 6th	tbc	Drop In	Council Chambers
Jun	Sun 14th	tbc	Civic Service	
Jul	Tues 7th	1900 - 2100	Community Council Meeting	Council Chambers
Jul	Sat 11th	10am	Litter Pick	
Jul	Sat 25th?	tbc	CAWG	
Aug	Sat 8th	tbc	Drop In	The Gathering Place
Aug	Sat 29th	11am to 4pm	Village Fair	PLCC & Grounds
Aug	30th	10am	Council Newsletter Distribute	
Sep	Tues 1st	1900 - 2100	Community Council Meeting	Council Chambers
Sep	Sat 5th	10am	Litter Pick	
Sep	Sat 26?	tbc	CAWG	tbc
Sep	tbc	tbc	Police Event	tbc
Oct	tbc	tbc	Autumn Festival	
Oct	Tues 6th	1900 - 2100	Community Council Meeting	Council Chambers
Oct	Sat 10th	tbc	Drop In	Council Chambers
Oct	tbc	tbc	Poppies on Lamp posts	
Nov	Tues 3rd	1900 - 2100	Community Council Meeting	Council Chambers
Nov	Sun 8th	1000 - 1130	Remembrance Sunday	St Tathan Church/Monument
Nov	tbc	tbc	Christmas Market @ TGP	
Nov	Sat 28th?	tbc	Christmas Light Switch On	
Nov	Sat 28th?	tbc	Christmas Market	PLCC & Grounds
Nov	Sun 29th?	10am	Litter Pick	

Nov	Tues 24th	1900 - 2100	Community Council Finance Meeting	Council Chambers
Nov	Sat 21st?	tbc	CAWG	
Dec	Tues 1st	1900 - 2100	Community Council Meeting	Council Chambers
Dec	Sat 5th	tbc	Drop In	Gileston Church

Councillor's Reports-Appendix 4

Cllr Paula King

1. Clive Road Development Public Meeting – 2 January

I attended the public meeting regarding the proposed development of 51 houses on the field at Clive Road. It was made very clear through the strong turnout and the contributions from residents that there is significant opposition to the loss of this well-used and valued green space.

Following the meeting, I submitted objection letters to all members of the Vale Council's development committee, outlining the concerns raised by the community and emphasising the importance of protecting this local amenity.

2. Solo Community Litter Pick – 3 January

I carried out a solo litter pick within the community, collecting one full black bag of rubbish. This helps maintain a clean and welcoming environment for residents and supports wider efforts to care for our shared spaces.

3. Housing Casework with Cllr Roberts – 4 January

I attended a resident's property alongside Councillor Roberts to support an ongoing housing issue that I have been assisting with. The resident has since received contact from the council and is now awaiting a further inspection. I will continue to monitor the situation and provide support as needed to ensure the matter progresses appropriately.

4. Mental Health Webinar – 12 December

I attended the webinar "*Preparing Your Community for Upcoming Challenges*," which focused on strengthening community resilience and improving support for residents facing mental health pressures.

Statement on the importance of mental health support: Supporting mental health within our community is essential to ensuring that residents feel safe, valued, and able to cope with the challenges they face. Early intervention, open communication, and accessible support services help reduce isolation, improve wellbeing, and build a stronger, more connected community. As councillors, it is vital that we continue to champion mental health awareness and promote resources that empower individuals to seek help when needed.