

St Athan Community Council

Full General Council Meeting Minutes



Meeting: Full General Council

Date: Tuesday 3rd March 2026

Meeting Start: 1900hrs

Meeting Concluded: 2005hrs

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: 1 (one)

3374. Welcome

The Chair welcomed all attending.

3375. Attendance

Cllr/Chair S Toker

Cllr/Vice-Chair H Cleave

Cllr R Eustace

Cllr D Willmot

Cllr/County Cllr J Lynch-Wilson

Cllr K Manfield-Remote

Cllr D Roberts-Remote

Cllr G Clarke

Cllr L Wiltshire

County Cllr S Haines

3376. Receive apologies for Absence

Cllr P King

Cllr D Bridgeman

3377. Declarations of Interest

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 only on matters relating to the Paul Lewis Community Centre as Chair.

3378. Suspension of Standing Orders

Not suspended.

3379. Public Participation (Agenda Items Only)

No public participation.

3380. Crime Statistics-Appendix 2

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

Cllr Eustace request that these figures be a rolling 12 months rather than the current year as presented.

3381. Approval of Full General Meeting Minutes 3rd February 2026

Motion:

It was proposed by Cllr Wiltshire and seconded by Cllr Clarke

that the minutes of the Full General Meeting held on 3rd February 2026 be confirmed as a true record.

3382. Matters arising from the minutes of 3rd February 2026

None raised.

3383. To receive reports

a. Chair's report

During the reporting period the Chair attended and participated in a number of meetings, community events and discussions, including:

- A public meeting at the Paul Lewis Community Centre (PLCC).
- The St Athan Community Council (STACC) Drop-in Session at St Giles Church.
- The Vale of Glamorgan Open Consultation Session held at PLCC.
- The Gathering Place Round Table discussion.
- The Art Gallery opening at the South Wales Aviation Museum.
- The Coffee Morning Open Day at the Clothes Bank.
- The STACC Events and Projects Committee Meeting.

b. Community Councillor's reports

Cllr Toker

- Meetings were held with key stakeholders, including David Gardener (East Vale Estate Manager). A meeting was also held with PCSO Angela Stone and Cllr Cleave to discuss concerns regarding vehicles using Livingstone Way as an access road.
- During this period, Health & Safety and Community Engagement training sessions were also completed.

Cllr Eustace

- Attended the RLDP Consultation Session.

Cllr Wiltshire

- Attended the RLDP Consultation Session.

Cllr Roberts

- Arranging a trip to the swimming pool.
- Arranging a trip to the Cardiff Devils.
- Discussions are ongoing with external agencies regarding the possibility of a building being donated to the Veterans Hub.

Cllr Clarke

- Attended the Drop-in Session at St Giles Church.
- Attended the RLDP Consultation Session.
- Walked around Gileston.

Cllr Willmot

- Attended the Drop-in Session at St Giles Church.
- Attended the RLDP Consultation Session.
- Officially became a Keep Wales Tidy Litter Champion.
- Requested that the Football Club remove plastic bottles and tape from the area after matches.

Cllr Cleave

- Attended the RLDP Consultation Session.
- Attended the Coffee Morning Open Day at the Clothes Bank.
- Met with PCSO Angela Stone and Cllr Toker to discuss vehicles using Livingstone Way as an access road.
- Attended the STACC Events and Projects Committee Meeting.

Cllr Lynch-Wilson

- Attended the STACC Events and Projects Committee Meeting.
- Attended the Vale of Glamorgan Open Consultation Session at the PLCC.
- Attended the Public Meeting at the PLCC.

c. County Councillor's report

County Councillor Lynch-Wilson

- Continued to engage with local residents and discuss local issues within the community.

d. Proper Officer's report

February was a productive month, with a strong focus on professional development, community engagement, RLDP-related discussions, project progression, and maintaining financial and administrative responsibilities. The full report is provided in Appendix 4.

e. Other committee reports-Events and Projects Committee

Full report in Appendix 5

3384. Planning Matters

a. Deposit RLDP

The Proper Officer will compile objections for each proposed development and circulate these to Councillors for review and agreement prior to submission.

b. Planning Application Consultation – 2026/00079/LBC

St Brewis' Church, Eglwys Brewis Road, St Athan

Resolved that no objection be submitted by the Proper Officer on behalf of St Athan Community Council.

c. Planning Application Consultation – 2026/00149/FUL

4 Bryn-y-mor, Lane – Junction B4265 to West Aberthaw Farm, West Aberthaw

Resolved that no objection be submitted by the Proper Officer on behalf of St Athan Community Council.

3385. St Athan Ward Financial Report – February 2026

Appendix 1

Invoice for By-Elections

It was proposed by Cllr Eustace

and seconded by Cllr Lynch-Wilson

That the invoice of £6,198.22 be paid with immediate effect.

and that the financial report be noted as presented.

Quote for Chairs Chain-Council was advised that actual cost to repair £988.15.

Proper Officer will arrange payment.

3386 Correspondence Appendix 3

3387 Financial Assistance (Donation) Requests

None received

3388 Church Crosses Update

The Proper Officer updated Council on recent communications with the Church regarding the reinstatement of the crosses.

In principle, the Church has indicated that it is supportive of the crosses being reinstated. However, Rev Emma Street will provide a final decision after consulting with Church Warden Richard.

3389. Purchase of Awards for Civic Service

It was proposed by Cllr Toker

and seconded by Cllr Willmot

That the purchase of the awards at a cost of £108.90 for the three

3390. Request for asset transfer of printer to SACHaL

To asset transfer the printer to SACaL. Voting: 8 in favour, 1 abstain, 0 against.

Cllr Willmot will arrange the transfer

3391. Purchase 2nd silhouette for The Gathering Place

Proper Officer to confirm price and report back next meeting

3392. Cleaning contract for Council chambers

The Proper Officer reported that no responses had been received to the advertisements.

The Proper Officer will approach the vegetable shop on the Square, as they operate a cleaning business, to discuss the possibility of providing the service. An update will be provided at the next meeting.

3393. Noticeboards-TGP and Chapel Surgery

The Proper Officer updated Council on discussions with The Gathering Place (TGP) and Chapel Surgery regarding the installation of community notice boards. Both organisations have agreed in principle to the placement of a notice board at their respective sites.

The Proper Officer will obtain costings for the purchase and installation of the notice boards and will report back to Council at the next meeting.

3394. Nomination of Chair and Vice-Chair

The Chair reminded Council that nominations for the positions of Chair and Vice-Chair must be submitted to the Proper Officer by 31 March 2026.

Nomination forms will be distributed with the minutes, and a number of physical copies were also made available at the meeting.

3395. New Community Council email addresses

The Chair asked Councillors how they were getting on with their new Council email addresses and reminded members that these must be used for all Council-related communications.

Councillors who are currently using the new email system confirmed that they are happy with the arrangements.

3396. Summer Clubs

The Chair advised that, as the Councillor who originally proposed the museum trip is no longer a member of the Council and no one has come forward to take over the project, the allocated budget could potentially be redirected towards supporting summer camps.

The Chair suggested that the Council could support or make a donation to a local summer camp, for example a football camp.

Cllr Eustace advised that applications should be submitted through the Council's donations process.

Following discussion on how local groups would be made aware of this opportunity, it was agreed that information should be shared via the Council website and social media channels.

3397. To consider concerns raised by residents of Flemingston regarding the volume and impact of 18- and 26-tonne HGVs passing through the village

Cllr Eustace requested that the County Councillors investigate the installation of appropriate signage, such as "Not Suitable for HGVs", to discourage heavy goods vehicles from using the village as a shortcut. The County Councillors agreed to take this matter forward.

3398. Paul Lewis Community Centre-Repair of toilet

The Chair requested that the Council consider donating up to £1,000 to assist with the repair of the female toilets at the Community Centre, which are currently in a poor state of repair and out of use. The Chair noted that, as an important community asset, supporting the repairs could help ensure the facility remains viable for the community.

Cllr Lynch-Wilson advised that, although the Vale of Glamorgan Council (VOGC) is responsible for maintenance of the building, the VOGC has continued to delay action and has not undertaken the required maintenance.

Following a lengthy discussion, it was agreed that the issue should be raised at the Community Liaison Committee meeting.

Actions:

- Cllr Toker will contact VOGC Community Liaison Committee regarding the matter.
- County Cllr Haines will make a formal complaint to the Director of Place at VOGC.

3399. Art competition - Four Cross Bus Shelter mural

The Chair updated Council on the artwork planned for the village bus shelters. An art competition for local children is currently in progress, with the winning design to be permanently displayed on the Four Cross Bus Shelter.

The Chair asked Council to agree to fund prizes for 1st, 2nd, and 3rd place in each of the three age categories plus overall winner.

Prize values proposed were: £30 for 1st place, £20 for 2nd place, and £10 for 3rd place, overall winner £50. In addition, the Proper Officer will provide a mug for each winner featuring their design.

It was proposed by Cllr Toker and seconded by Cllr Cleave that £250 be allocated for prizes for the art competition. The motion was agreed.

3400. To request that the council cover the cost of hiring the PLCC for three ALN children's taster sessions.

Cllr Cleave explained that taster sessions for three age groups could be arranged at a total cost of £70 and requested that the Council provide funding for this.

Cllr Eustace suggested that the request should normally be made through the Council's donations process. However, other Councillors expressed their support for the initiative and agreed on its importance for the community.

County Cllr Haines confirmed that the VOGC does not currently provide funding for this type of support.

Vote:9 in favour, 0 against

Resolved:

That the cost of the taster sessions (£70) be covered by the Council.

Date of next meeting-7th April 2026

General Public were asked to leave the meeting.

3401. Part II – Confidential Session

A discussion took place regarding internal Council matters.

Current Account

INCOME	FEB
BALANCE B/F	£25,931.50
Rustic Roots -Rental	£1,000.00
Rustic Roots Electricity	£1,464.57
Family Fun Day Stallholders	£30.00
INCOME TOTAL	£2,494.57
TOTAL	£28,426.07

EXPENDITURE

ADMINISTRATION	FEB
Proper Officer -Salary	£2,366.16
Councillor - Attendance Remuneration	£200.00
Councillor - Training	£42.00
Microsoft - storage	£1.99
Scribe software	£61.20
Office Equipment & Furniture	£5.08
Stationery, ink, paper, printing, postage	£75.50
Internet & Telephone-OneCom	£48.00
Mobile Phone	£7.95
TOTAL	£2,807.88

BUILDING AND OUTSIDE AREA	FEB
Electric Supply	£1,175.33
Maintenance - General	£1,158.00
TOTAL	£2,333.33

WARD	FEB
Community Information & Social event	£89.65
Feeder Pillar x 2	£34.98
Grass Cutting	£232.80
Other	£180.00
TOTAL	£537.43
TOTAL EXPENDITURE	£5,678.64
TOTAL INCOME/Carried forward	£28,426.07
BALANCE	£22,747.43

Reserve account

Carried forward
Interest
TOTAL

Appendix 2 Crime Stats

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
VIOLENCE WITHOUT INJURY	8	9	7	11	3	12	7	13	12	6	4	5
VIOLENCE WITH INJURY	1	3	3	3	4	1	0	3	4	5	0	0
SEXUAL OFFENCES	1	1	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0
RESIDENTIAL BURGLARY	2	0	2	0	0	0	0	0	0	0	0	0
BUSINESS AND COMMUNITY BURGLARY	0	0	0	1	0	0	0	0	2	6	1	0
VEHICLE OFFENCES	0	3	1	0	0	4	4	2	5	0	0	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	2	1	7	2	7	3	1	5	2	1	2	4
ARSON	0	0	0	0	0	1	0	0	0	0	0	0
CRIMINAL DAMAGE	1	4	3	2	3	1	0	2	2	0	0	3
PUBLIC ORDER OFFENCES	0	0	0	0	1	2	0	1	1	0	0	0
MISCELLANEOUS CRIMES AGAINST SOCIETY	4	6	5	5	6	10	2	4	11	3	2	7
DRUG OFFENCES	1	2	1	1	0	1	1	1	0	0	0	2
ROADS/TRAFFIC	0	3	4	2	3	1	2	3	1	1	1	1
ANTI SOCIAL BEHAVIOUR	0	3	8	6	5	0	1	3	2	1	0	2
TOTAL	20	35	41	33	32	36	18	37	42	23	10	24

Appendix 3 Correspondence

Correspondence	Originator
Vale of Glamorgan Replacement Local Development Plan 2021 – 2036: Deposit Plan Consultation	VoG
Vale of Glamorgan - Review of Electoral Arrangements - Notice of Final Recommendations Publication	OVW
Vale of Glamorgan Council Budget Consultation 2027/27	VoG
Planning Committee - 12 February 2026 - Agenda and Reports	VoG
IMPACT - Llais monthly newsletter	Llais
Cardiff Airport News	R Eustace/CWL Press Office
Planning Application Consultation 2026/00072/FUL West View Bungalow, Higher End, St Athan, Barry	VoG
ONE VOICE WALES E-BULLETIN ISSUE 17	OVW
Crime Stats	SWP
Commissioner's Newsletter: February 2026	OVW
Publication of the Annual Remuneration Report 2026–27	OVW
Planning Application Consultation 2026/00079/LBC St Brewis' Church, Eglwys Brewis Road, St Athan	VoG
Planning Application Consultation 2026/00149/FUL 4 Bryn-y-mor, Lane -junction B4265 To West Aberthaw Farm	VoG
National Grid Electricity Distribution's Stakeholder Workshops, online and in person	OVW

Appendix 3 Proper Officer's Report February 2026

1. Training and Professional Development

- Successfully completed the *Introduction to Understanding Quotes, Tenders and Contract Management* course, enhancing knowledge and compliance in procurement and contract oversight.
- Attended the regional meeting of the Society of Local Council Clerks (SLCC), where I was appointed Treasurer for the regional group.

2. Meetings and Engagement

- Met with Sian Dixon (ArtSian) to discuss proposals for the painting of the two bus shelters.
- Attended the Drop-In session at Gileston Church.
- Met on site with the surveyor regarding ongoing issues with the toilet block.
- Attended the Events & Projects Committee meeting.
- Attended the Vale of Glamorgan Council Deposit RLDP session at the Paul Lewis Community Centre (PLCC).
- Attended a publicly organised meeting to discuss the RLDP at PLCC.
- Attended the Gathering Place Round Table meeting.
- Attended the Clothes Bank Open Day.
- Attended an art exhibition at the South Wales Aviation Museum.

3. Administration and Finance

- Paid all relevant bills and invoices in line with council procedures.
- Continued routine administrative duties to ensure smooth council operations.

4. Leave

- Annual leave taken from 12th to 20th February.
My thanks to Cllr Willmot for providing cover during this period.

Appendix 5

Events & Projects Committee

Executive Summary Report to Full Council – February 2026

The Events & Projects Committee met on 9th February 2026 to progress planning for the 2026 events calendar and associated community initiatives

2026 Events Programme

Planning is well underway for the Council's major events:

- **Family Fun Day (2 May)** – Fair ride booked, craft activity planned, and catering arrangements progressing.
- **Civic Service (31 May)** – Catering confirmed, award nominations received, and final arrangements in progress.
- **Village Fair (29 August)** – Two rides booked, expanded activity programme proposed, and event infrastructure arrangements underway.
- **Remembrance (November)** – To follow established format; poppy display arrangements to remain as previous year, with an enhancement proposal to be considered.
- **Christmas Events** – Planning commenced for the Christmas Market (14 November) and Light Switch-On (5 December), with community and business engagement central to proposals.
- **Autumn Festival (24 October)** – New family-focused event agreed in principle.

Community Development Initiatives

The Committee is also progressing a range of community-focused activities, including:

- Monthly children's craft sessions.
- Bi-monthly seniors drop-in, with Dementia Café engagement.
- ALN sensory sessions led by Cllr Cleave.

- Youth theatre workshops led by Cllr Clarke.
- Community first aid training.
- Exploration of cooking/cost-of-living support initiatives.
- Ongoing engagement with Milsom House residents.

Regular activities (newsletter, litter picks, CAWG, and Council drop-ins) continue. The proposed National History Museum trip is shelved.

Overall, the 2026 programme reflects a balanced focus on civic tradition, family events, inclusion, and community wellbeing.