

ST ATHAN COMMUNITY COUNCIL

FULL GENERAL MEETING MINUTES



Meeting: Full General Council

Date: Tuesday 7th July 2026

Meeting Start: 1900hrs

Meeting Concluded: 2036hrs

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: 0

Welcome

The Chair opened the meeting and welcomed everyone present. Chair welcomed two new Councillors Phillip Lewis and John Jarrett.

3487 Attendance

Cllr S Toker	Cllr G Clarke
Cllr H Cleave	Cllr L Wiltshire
Cllr R Eustace	Cllr D Bridgeman-Remote
Cllr D Willmot	Cllr P Lewis
Cllr J Lynch-Wilson	Cllr J Jarrett
	County Cllr S Haines

3488 Receive apologies for Absence

Cllr K Manfield

Cllr P King

3489 Declarations of Interest

Cllr J Lynch-Wilson to speak only on matters relating to the Paul Lewis Community Centre as Chair.

3490 Suspension of Standing Orders

proposed by Cllr Lynch-Wilson

and seconded by Cllr Cleave

3491 Welsh Government-Update on Bro Tathan site

Jennifer Low and Lyndsay Neville of the Welsh Government attended the meeting and provided Members with an overview of the current position at the Bro Tathan site. Members were given the opportunity to ask questions, which were responded to during the meeting.

3492 Public Participation (Agenda Items Only)

None

3493 Crime Statistics Appendix 2

It was noted that PCSO Angela Stone had submitted her apologies and advised that, due to a bereavement, she is currently away from work and unable to attend the meeting. PCSO Stone confirmed that she will forward the relevant police statistics once she returns to work.

3494 Reinstatement of Standing Orders

*proposed by Cllr Eustace
and seconded by Cllr Wiltshire*

3495 Approval of Minutes

To approve the minutes of the previous
Full Council Meeting of 2nd June 2026

*proposed by Cllr Eustace
and seconded by Cllr Clarke*

that the minutes of the previous Full Council Meeting held on 2nd June 2026 be approved.

3496 Matters arising from the minutes of 2nd June 2026

Not already covered in the agenda
None

3497 Approval of Minutes

To approve the minutes Extraordinary Council Meeting held
on 9th June 2026

*proposed by Cllr Wiltshire
and seconded by Cllr Clarke*

*that the minutes of the Extraordinary Meeting held on 9th June 2026 be approved, following
amendments.*

3498 Matters arising from the minutes of Extraordinary Meeting of 9th June 2026

Not already covered in the agenda
None

3499 To receive reports

- a. Chair's report
Met with residents regarding parking on Tathan Close.
Received many email regarding speeding.

Community Liaison Committee Meeting – 02.07.2026

There was a verbal update from Inspector Huw Tyler regarding the ongoing operations in the force area.

Several councils brought up the issue of speeding, and he encouraged those councils to contact him directly.

Unfortunately, South Wales Fire & Rescue were unable to attend due to an ongoing incident
A review is underway to improve the VoG works with TCC, the first workshop is due to be held on October 06th – However due to a clash with the council meeting we will be attending the next one.
There was short presentation on Highway Repairs/ Improvements and maintenance from the highways department regarding the 3 years resurfacing plan and the maintenance manual they currently use; these documents can be accessed via the below links

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes_agendas_and_reports/agendas/cabinet/2026/26-03-12.aspx
https://www.valeofglamorgan.gov.uk/en/living/highways_and_engineering/Highways-and-Engineering.aspx

b. Community Councillor's reports

Cllr Cleave reported that she had attended the Gathering Place Round Table meeting.

Cllr Willmot reported that he had attended the Litter Pick meeting.

He also advised that he has been involved in the Platinum Eco-Schools work with St Athan Primary School.

Cllr Wiltshire reported that he has been assisting residents with issues relating to overgrown foliage.

He also advised that he is working with Citizens Advice regarding attendance at future Council events, with a view to providing information and support to residents.

He also further reported that he is liaising with the Scouts regarding their attendance and involvement at future Council events.

Cllr Bridgeman reported that he is involved with day trips for young people and Welsh Government Compass.

c. County Councillor's report

County Cllr Lynch-Wilson reported that she had attended many meetings at Llantwit Major School.

She also advised that she had been involved in matters relating to the new Headteacher and Deputy Headteacher at St Athan Primary School.

County Cllr Haines reported that the Vale of Glamorgan Council has accepted that it has a legal responsibility in relation to the provision of allotments. He advised that he is working with the Vale of Glamorgan Council on this matter and that the Council is now in the process of identifying suitable land.

d. Proper Officer's report

e. Other committee reports

Extraordinary meeting 9th June 2026

Events and Projects Committee Meeting 9th June 2026

It was noted that the Grants Award Scheme was launched on 1st July. The first meeting of the Grant Application & Grants Awards Committee will be convened once grant applications have been received.

3500 Councillor Activities

The Chair reminded Members of the forthcoming Council events taking place over the next two months, including the Litter Pick on 11th July, the Children's Craft Event on 1st August, the Council Drop-in on 8th August, and the Village Fair on 29th August.

The Chair asked Councillors, where possible, to attend and volunteer at the events, particularly the Village Fair.

It was also noted that Milsom House will be holding an event on the same day as the Village Fair, and that St Athan Community Council will be providing some activities to support the event.

3501 Planning Matters

Planning Application No. 2026/00366/FUL (CR) Gileston Manor

Council RESOLVED to instruct the Proper Officer to submit an objection to the planning application.

The objection is to be made on the grounds that Council has concerns regarding the retrospective nature of previous planning applications relating to the Manor, together with ongoing concerns regarding compliance with planning conditions, particularly in relation to noise pollution.

*proposed by Cllr Bridgeman
and seconded by Cllr Clarke*

3502 St Athan Ward Financial Report – June 2026

Appendix 1 - Separate document

*proposed by Cllr Toker
seconded by Cllr Eustace
that the financial report for June 2026 be noted as presented.*

3503 Old School Hall Toilet Block Refurbishment Project – Urgent Additional Enabling Works

It was noted that urgent additional enabling works had been authorised by the Proper Officer/RFO, in consultation with the Chair, under Financial Regulations 5.15 and 5.18.

The works comprised roof space strengthening and future services preparation, at a total cost of £1,540.90 plus VAT, to be met from the Maintenance and Repairs budget.

It was further noted that no additional works will be instructed at this stage due to budget constraints.

RESOLVED: That Council notes the urgent additional enabling works authorised by the Proper Officer/RFO, in consultation with the Chair, under Financial Regulations 5.15 and 5.18, at a cost of £1,540.90 plus VAT.

3504 Council Policies and Procedures

- i. Complaints Policy-Updated
- ii. Disciplinary and Grievance Policy-Updated
- iii. Equality and Diversity Policy-Updated
- iv. Health and Safety Policy-Updated
- v. UK GDPR and Data Protection -Updated
- vi. Records Retention Disposal and Meeting Recording Policy-New
- vii. Mental Health Policy-New
- viii. Quarterly Internal Financial Review Process-New

*proposed by Cllr Toker
seconded by Cllr Eustace*

RESOLVED: That Council accepts and adopts the new and updated policies and procedures listed under this agenda item, with immediate effect.

3505 Quarterly Financial Review

Council received the quarterly bank reconciliation, budget monitoring report and internal financial control checks.

It was noted that Cllr Cleave and the Proper Officer will meet on 15th July to carry out the quarterly internal financial review process.

3506 Edenvale Contract

proposed by Cllr Eustace

seconded by Cllr Wiltshire

RESOLVED: That Council accepts the Edenvale contract as reviewed.

3507 Correspondence Appendix 3

3508 Financial Assistance (Donation) Request

None received

3509 Events

Village Fair – Central Gazebo

Members considered the hire of a large central gazebo for the Village Fair at a cost of £560.

It was noted that the gazebo hire cost has been sponsored by Caerdav and therefore there will be no cost to the Council.

proposed by Cllr Eustace

seconded by Cllr Cleave

RESOLVED: That Council approves the hire of the large central gazebo for the Village Fair at a cost of £560, noting that the cost will be met through sponsorship from Caerdav.

Events Budget Expenditure

Cllr Toker requested Council approval to spend £125 from the events budget for the Children's Craft Event and £1,500 from the events budget for the Village Fair.

Children's Craft Event

It was proposed by Cllr Toker and seconded by Cllr Lynch-Wilson that expenditure of up to £125 be approved for the Children's Craft Event.

RESOLVED: That Council approves expenditure of up to £125 from the events budget for the Children's Craft Event.

Village Fair

It was proposed by Cllr Eustace and seconded by Cllr Cleave that expenditure of up to £1,500 be approved for the Village Fair.

RESOLVED: That Council approves expenditure of up to £1,500 from the events budget for the Village Fair.

3510 Members received an update on the Toilet Block Refurbishment project.

It was noted that the project is now complete and that the contract has been paid, less the 2.5% retention as set out in the contract.

Two minor snagging issues remain: the seal around the toilet in the men's bathroom and adjustments to the PIR lighting. These are expected to be completed this week.

It was further noted that the Council has applied for payment of the remaining grant funding from the Vale of Glamorgan. This has been approved and is expected to be paid within the next 10 working days.

A surveyor site meeting is scheduled to take place on Monday 13th July.

Members were also advised that, in relation to the issues identified regarding the installation of the flat roof by Premier Roofing Wales Ltd, formal correspondence has been sent to the company by letter and email. The matter remains ongoing and Council will be updated following receipt of any response.
Premier have been in contact and wishes to arrange a site meeting.

RESOLVED: That the update was received and noted.

3511 Use of WhatsApp

Following discussion regarding the previous use of WhatsApp, a vote was taken on whether to reinstate the use of WhatsApp for Council communications.

Votes were recorded as follows:

For reinstating use: 2

Against reinstating use: 7

Abstentions: 1

RESOLVED: That Council will not reinstate the use of WhatsApp for Council communications.

3512 Aberthaw Power Station Memorial

Cllr Clarke raised the matter of a possible memorial to recognise former Aberthaw Power Station staff and those who lost their lives.

Members discussed possible options and locations for the memorial.

Council instructed the Proper Officer to carry out further research and report back to a future meeting.

3513 Part II

None

3514 Date of next meeting Tuesday 1st September 2026

Appendix 2 - Crime Statistics – June figures to follow when received

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
VIOLENCE WITHOUT INJURY	3	12	7	13	12	6	4	5	9	11	9	
VIOLENCE WITH INJURY	4	1	0	3	4	5	0	0	0	1	1	
SEXUAL OFFENCES	0	0	0	0	0	0	0	0	0	0	0	
RAPE	0	0	0	0	0	0	0	0	0	0	0	
RESIDENTIAL BURGLARY	0	0	0	0	0	0	0	0	0	1	0	
BUSINESS AND COMMUNITY BURGLARY	0	0	0	0	2	6	1	0	0	0	0	
VEHICLE OFFENCES	0	4	4	2	5	0	0	0	0	0	3	
BICYCLE THEFT	0	0	0	0	0	0	0	0	0	0	0	
SHOPLIFTING	0	0	0	0	0	0	0	0	0	0	0	
ALL OTHER THEFT OFFENCES	7	3	1	5	2	1	2	4	2	3	0	
ARSON	0	1	0	0	0	0	0	0	0	0	0	
CRIMINAL DAMAGE	3	1	0	2	2	0	0	3	3	5	1	
PUBLIC ORDER OFFENCES	1	2	0	1	1	0	0	0	0	0	0	
MISCELLANEOUS CRIMES AGAINST SOCIETY	6	10	2	4	11	3	2	7	5	10	1	
DRUG OFFENCES	0	1	1	1	0	0	0	2	0	0	1	
ROADS/TRAFFIC	3	1	2	3	1	1	1	1	5	3	1	

ANTI SOCIAL BEHAVIOUR	5	0	1	3	2	1	0	2	3	0	4	
TOTAL	32	36	18	37	42	23	10	24	27	34	21	

Appendix 3 - Correspondence

Correspondence	Originator
Cardiff Capital Region - Strategic Development Plan Call for Strategic Candidate Sites	OVW
Asbestos Management Survey	Alex French
ONE VOICE WALES E BULLETIN ISSUE 25	OVW
Bridgend Samaritans Annual General Meeting 2026	Samaritans
Planning Committee - 18 June 2026 - Agenda and Reports	VoG
Invitation to Community Flood Volunteer Events 2026	OVW
WNW Events	OVW
Vale of Glamorgan Active Travel Network Map Consultation 22 June - 14 September	VoG
Important - Nominations for (Cardiff and Vale UHB) -Shaping our Future Wellbeing Collaborative	OVW
Debate Not Hate Survey 2026	VoG