

# ST ATHAN COMMUNITY COUNCIL FULL GENERAL MEETING MINUTES



**Meeting:** Full General Council

**Date:** Tuesday 2<sup>nd</sup> June 2026

**Meeting Start:** 1900hrs

**Meeting Concluded:** 2044hrs

**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 (Zero)

## 3461 Welcome

The Chair opened the meeting and welcomed everyone present.

## 3462 Attendance

Cllr/Chair S Toker

Cllr P King

Cllr R Eustace

Cllr L Wiltshire-Remote

Cllr/County Cllr J Lynch-Wilson

## 3463 Receive apologies for Absence

Cllr/Vice-Chair H Cleave

Cllr G Clarke

Cllr D Willmot

Cllr D Bridgeman-Remote

Cllr K Manfield

County Cllr S Haines

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## 3464 Declarations of Interest

None

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## 3465 Suspension of Standing Order

*proposed by Cllr Eustace and seconded by Cllr King*

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## 3466 CCR Energy - Aberthaw Project update

Dr Bettina Bockelmann-Evans of CCR gave a presentation on the current activities and future plans for the Aberthaw site. A question-and-answer session followed the presentation.

Council thanked Dr Bockelmann-Evans for attending the meeting and for giving the presentation.

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## 3467 Public Participation (Agenda Items Only)

No public participation.

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## 3468 Crime Statistics Appendix 2

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

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## 3469 Reinstatement of Standing Orders

*proposed by Cllr King and seconded by Cllr Eustace*

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## 3470 Approval of Minutes

To approve the minutes of the previous

Full Council Meeting of 5<sup>th</sup> May 2026

*proposed by Cllr King and seconded by Cllr Eustace that the minutes of the previous Full Council Meeting held on 5th May 2026 be approved, following amendments.*

### **3471 Matters arising from the minutes of 5<sup>th</sup> May 2026**

None

### **3474 Planning Matters**

i) Planning Application Consultation 2026/00367/FUL The Coach and Cheese Houses at Gileston Manor. Council agreed to make no comment.

ii) Planning Application Consultation 2026/00368/LBC The Coach and Cheese Houses at Gileston Manor Council agreed to make no comment.

iii) Planning Application Consultation 2025/01144/HAZ Land at Bro Tathan, St Athan. Council agreed to make no comment.

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### **3475 St Athan Ward Financial Report – May 2026**

Appendix 1

*proposed by Cllr Toker and seconded by Cllr King that the financial report be noted as presented.*

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### **3476 Correspondence Appendix 3**

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### **3477 Financial Assistance (Donation) Request**

The Gathering Place-

- i) £150 towards Monster Mash Bash on 29<sup>th</sup> October 2026
- ii) £150 towards Children's Christmas Party 12<sup>th</sup> December 2026
- iii) £150 towards Breakfast with Santa 21<sup>st</sup> December 2026

RESOLVED: That The Gathering Place be advised to submit an application through the Grant Scheme launching on 1st July 2026, and that the Proper Officer send the relevant application form.

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### **3478 Audit 2025/26 – Annual Return**

Members considered the requirement to receive and consider the Internal Auditor's report, approve any actions arising, approve the Annual Return/Annual Governance and Accounting Statements for 2025/26, and authorise the Chair and Proper Officer/RFO to sign the relevant audit documentation for submission.

It was proposed by Cllr Toker and seconded by Cllr Lynch-Wilson that, subject to the Internal Auditor's report being received and raising no concerns, the Annual Return / Annual Governance and Accounting Statements for 2025/26 be approved and the Chair and Proper Officer/RFO be authorised to sign the relevant audit documentation for submission.

**RESOLVED:** That, subject to the Internal Auditor's report being received and raising no concerns, the Annual Return / Annual Governance and Accounting Statements for 2025/26 be approved, and the Chair and Proper Officer/RFO be authorised to sign the relevant audit documentation for submission.

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### **3484 Purchase of Hi-vis**

The Chair requested that hi-vis tabards be purchased for use during litter picks, crowd control at events, and other appropriate Council activities. It was noted that the Proper Officer would arrange the printing. Council agreed that a sum of no more than £150.00 be spent on the purchase of the tabards.

*It was proposed by Cllr Eustace and seconded by Cllr King that the purchase be approved.*

The Chair was authorised to purchase the tabards.

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### **3486 Part II**

A brief private discussion took place.

**Date of next meeting - 7<sup>th</sup> July 2026**

## Appendix 1

### St Athan Ward Financial Report – May 2026

#### Current Account- 1st May to 31st May

<b>Balance b/fwd</b>			£39,730.31
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#### Income

Building Rental			£1,000.00
Family Fun Day tombola & raffle			£92.00
Total			£1,092.00
<b>Grand Total</b>			<b>£40,822.31</b>

#### Expenditure

<b>Administration</b>	<b>Net Total</b>	<b>VAT</b>	<b>Gross Total</b>
Bank charges	£14.35	£0.00	£14.35
Broadband	£42.92	£8.58	£51.50
Councillor Meeting Allowance	£200.00	£0.00	£200.00
Microsoft Licence	£10.08	£2.02	£12.10
Mobile Phone	£6.62	£1.33	£7.95
Pop up Banners	£93.28	£18.66	£111.94
Proper Officer HMRC	£975.54	£0.00	£975.54
Proper Officer Salary	£2,355.56	£0.00	£2,355.56
Public and Liability Insurance	£3,011.96	£0.00	£3,011.96
Sage Payroll Software	£1.00	£0.20	£1.20
Scribe Software	£51.00	£10.20	£61.20
SLCC Subscription	£316.00	£0.00	£316.00
Stationery, ink, paper, postage	£42.59	£8.52	£51.11
<b>Administration Subtotal</b>	<b>£7,120.90</b>	<b>£49.51</b>	<b>£7,170.41</b>

<b>Building and Outside Area</b>			
Business Rate	£266.00	£0.00	£266.00
Electric check/PAT testing	£80.00	£0.00	£80.00
Electricity Supply	£362.78	£66.87	£429.65
Fire extinguisher check	£133.24	£26.65	£159.89
Water Rates	£231.58	£0.00	£231.58
<b>Building and Outside Area Subtotal</b>	<b>£1,073.60</b>	<b>£93.52</b>	<b>£1,167.12</b>

<b>Ward</b>			
Hire of Building for Family Fun Day	£100.00	£0.00	£100.00
Grass Cutting	£194.00	£38.80	£232.80
Raffle & tombola -donations for Jack Thomas	£92.00	£0.00	£92.00
Refreshments for volunteers Family Fun Day	£39.50	£0.00	£39.50
<b>Ward Subtotal</b>	<b>£425.50</b>	<b>£38.80</b>	<b>£464.30</b>

<b>Chair's Allowance</b>			
Donation for Jack Thomas	£58.00	£0.00	£58.00
<b>Chair's Allowance Subtotal</b>	<b>£58.00</b>	<b>£0.00</b>	<b>£58.00</b>

<b>Total Payments</b>	<b>£8,678.00</b>	<b>£181.83</b>	<b>£8,859.83</b>
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<b>Balance carried forward as at 31 May 2026</b>			<b>£31,962.48</b>
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## Reserve Account- 1st May to 31st May

Description	Amount
Balance brought forward as at 1 May 2026	£19,200.78
Interest received	£12.97
Transfers to Current Account	£0.00
Transfers from Current Account	£0.00
<b>Balance carried forward as at 31 May 2026</b>	<b>£19,213.75</b>

## Financial Reports from Scribe

Net Position

Monthly Report

Detailed Cost Centre

Draft Payment List

## Appendix 2

### Crime Statistics

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
VIOLENCE WITHOUT INJURY	11	3	12	7	13	12	6	4	5	9	11	9
VIOLENCE WITH INJURY	3	4	1	0	3	4	5	0	0	0	1	1
SEXUAL OFFENCES	0	0	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	0	0	0	0	0	0	0	0	0	0	1	0
BUSINESS AND COMMUNITY BURGLARY	1	0	0	0	0	2	6	1	0	0	0	0
VEHICLE OFFENCES	0	0	4	4	2	5	0	0	0	0	0	3
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	7	3	1	5	2	1	2	4	2	3	0
ARSON	0	0	1	0	0	0	0	0	0	0	0	0
CRIMINAL DAMAGE	2	3	1	0	2	2	0	0	3	3	5	1
PUBLIC ORDER OFFENCES	0	1	2	0	1	1	0	0	0	0	0	0
MISCELLANEOUS CRIMES AGAINST SOCIETY	5	6	10	2	4	11	3	2	7	5	10	1
DRUG OFFENCES	1	0	1	1	1	0	0	0	2	0	0	1
ROADS/TRAFFIC	2	3	1	2	3	1	1	1	1	5	3	1
ANTI SOCIAL BEHAVIOUR	6	5	0	1	3	2	1	0	2	3	0	4
<b>TOTAL</b>	<b>33</b>	<b>32</b>	<b>36</b>	<b>18</b>	<b>37</b>	<b>42</b>	<b>23</b>	<b>10</b>	<b>24</b>	<b>27</b>	<b>34</b>	<b>21</b>

## Appendix 3

### Correspondence

Correspondence	Originator
Basketball Wales - Mega Slam Hoops	VoG

Webinar Biodiversity Team	Ovw
Standards Committee - Applications for Dispensation	VoG
FREE adult cycling session - Saturday 13th June Llantwit Major	VoG
Planning Application Consultation 2026/00367/FUL The Coach and Cheese Houses at Gileston Manor, Gileston Road, Gileston	VoG
Cardiff Capital Region - Strategic Development Plan Call for Strategic Candidate Sites	VoG
Planning Application Consultation 2026/00368/LBC The Coach and Cheese Houses at Gileston Manor	VoG