

ST ATHAN COMMUNITY COUNCIL



Meeting: Full General Council

Date: Tuesday 7th April 2026

Meeting Start: 1930hrs

Meeting Concluded: 2034hrs

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)

3434 Welcome

The Chair welcomed all attending.

3435 Attendance

Cllr/Chair S Toker

Cllr K Manfield-Remote

Cllr/Vice-Chair H Cleave

Cllr G Clarke

Cllr R Eustace

Cllr L Wiltshire-Remote

Cllr D Willmot

Cllr D Bridgeman-Remote

Cllr/County Cllr J Lynch-Wilson

County Cllr S Haines

Cllr P King

3436 Receive apologies for Absence

None

3437 Declarations of Interest

None

3438 Suspension of Standing Orders

Not suspended

3439 Public Participation (Agenda Items Only)

No public participation.

3442 Approval of Minutes

It was proposed by Cllr Eustace and seconded by Cllr Clarke

that the minutes of the Full General Meeting held on 7th April 2026 be confirmed as a true record.

3446 Planning Matters

a. Planning Application Consultation 2026/00158/FUL Land adjacent to 31 Cedar Road, St Athan-*submitted no objections 1st May*

b. Planning Application Consultation 2026/00199/FUL

The Gathering Place, Flemingston Road, St Athan. *no objections 5th May*

c. Planning Application Consultation 2026/00273/FUL 30

Gileston Road, St Athan. 11th May

no objections

d. Planning Application Consultation 2026/00282/FUL 4,

Bryn-y-mor, West Aberthaw. 13th May

no objections

e. Planning Application Consultation 2026/00234/FUL 21,

3447 St Athan Ward Financial Report – April 2026

Appendix 1

It was proposed by Cllr Eustace and seconded by Cllr Lynch-Wilson that the financial report be noted as presented

3452 Cleaning contract for Council chambers

The Proper Officer offered to clean once a month as there is no other interest. Cllr Eustace suggest that Pretty Nice'n'Clean, the company that provided the deep clean previously be asked if they would like to take on the contract to clean for 2 hours every two weeks. Council agreed, unanimous. The Proper Officer will make contact.

Proposed by Cllr Eustace. Seconded by Cllr Wiltshire.

3454 Toilet Block Refurb & Asbestos check

The results of the Building Maintenance Committee were circulated prior to the meeting and discussed.

Three contractors had been shortlisted, and EPC-TEC was awarded the tender. The Proper Officer is to notify all contractors of the outcome.

The company that carried out the previous asbestos survey has been uncontactable despite emails, telephone calls and voicemail messages requesting a copy of the report. The Proper Officer is to obtain quotes for a new asbestos survey.

Cllr Eustace suggested that the surveyor be involved in the project by conducting a mid-term and end-of-project survey. The Proper Officer is to discuss this with the surveyor.

Proposed by Cllr Eustace and seconded by Cllr Lynch-Wilson.

3457 Civility and Respect

The Civility and Respect Pledge was adopted by the Council. A vote was taken, with 10 votes in favour and 0 votes against.

Proposed by Cllr King. Seconded by Cllr Lynch-Wilson

3459 Part 2

An internal discussion took place regarding a sensitive matter.

3460 The next meeting of the Council will be held on Tuesday, 2nd June 2026, which will also be the date of the Annual Meeting of the Council.

Appendix 1

St Athan Ward Financial Report – April 2026

Current Account

Balance b/fwd	£7,039.65
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Income

Building Rental	£1,000.00
Electricity Supply	£447.32
Precept	£33,049.00
VAT Rebate	£6,117.62

Total	£40,613.94
Grand Total	£47,653.59

Expenditure

Administration	
One Voice Wales subscription	£858.00
Proper Officer Salary	£2,355.56
HMRC	£964.74
Councillor Admin Remuneration	£38.97
Councillor Annual Remuneration	£117.00
Microsoft Licence	£12.10
Scribe	£61.20
Postage	£30.40
Broadband	£51.50
Mobile Phone	£7.95
Pop Up Banner	£61.36
Laptop	£702.00
Councillor Meeting Allowance	£200.00
Sage Payroll	£1.20
Bank charges	£19.95
Total	£5,481.93

Building and Outside Area	
Business Rates	£266.60
Building Electricity Supply	£561.05
Total	£827.65

Ward	
Feeder Pillars	£41.39
Family Fun Day	£1,422.31
Total	£1,463.70

Charitable Donations	
Chair's Allowance	£150.00
Total	£150.00

Total	£7,923.28
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Balance	£39,730.31
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Reserve Account

Balance b/fwd	£19,187.38
Interest	£13.40
Total	£19,200.78

Total Balance	£58,931.09
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Appendix 2 Crime Statistics

2025/2026	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
VIOLENCE WITHOUT INJURY	9	7	11	3	12	7	13	12	6	4	5	9	11
VIOLENCE WITH INJURY	3	3	3	4	1	0	3	4	5	0	0	0	1
SEXUAL OFFENCES	1	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	0
RESIDENTIAL BURGLARY	0	2	0	0	0	0	0	0	0	0	0	0	1
BUSINESS AND COMMUNITY BURGLARY	0	0	1	0	0	0	0	2	6	1	0	0	0
VEHICLE OFFENCES	3	1	0	0	4	4	2	5	0	0	0	0	0
BICYCLE THEFT	0	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	0
ALL OTHER THEFT OFFENCES	1	7	2	7	3	1	5	2	1	2	4	2	3
ARSON	0	0	0	0	1	0	0	0	0	0	0	0	0
CRIMINAL DAMAGE	4	3	2	3	1	0	2	2	0	0	3	3	5
PUBLIC ORDER OFFENCES	0	0	0	1	2	0	1	1	0	0	0	0	0
MISCELLANEOUS CRIMES AGAINST SOCIETY	6	5	5	6	10	2	4	11	3	2	7	5	10
DRUG OFFENCES	2	1	1	0	1	1	1	0	0	0	2	0	0
ROADS/TRAFFIC	3	4	2	3	1	2	3	1	1	1	1	5	3
ANTI SOCIAL BEHAVIOUR	3	8	6	5	0	1	3	2	1	0	2	3	0
TOTAL	35	41	33	32	36	18	37	42	23	10	24	27	34

Appendix 3 Correspondence

Correspondence	Originator
Statement of Licensing Policy Consultation	VoG
Local Lettings Policies	VoG
Placement Opportunities Rural Wales Advisory Board - and Placements Call	OVW
2016/01427/OUT - Land off Cowbridge Road, St. Athan	VoG
The Voice e-magazine	OVW
Planning Application Consultation 2026/00158/FUL Land adjacent to 31 Cedar Road, St Athan	VoG
New NRAP and Section 7 list	OWW
Launch of the One Voice Wales Civility and Respect Pledge	OWW
Planning Application Consultation 2026/00199/FUL The Gathering Place, Flemingston Road, St Athan	VoG
Planning Application Consultation 2026/00234/FUL 21, Chestnut Avenue, St Athan	VoG
ONE VOICE WALES E BULLETIN ISSUE 22	OVW
Planning Application Consultation 2025/00755/FUL 3, Ringwood Crescent, St Athan, Barry	VoG
Planning Application Consultation 2026/00282/FUL 4, Bryn-y-mor, West Aberthaw	VoG

Appendix 4

Cllr Paula King

Meetings Attended

- Footpath Forum Meeting – 13th April 2026

Attended the Footpath Forum, where a range of access and maintenance matters were discussed. It was noted that St Athan Community Council may wish to consider undertaking its own comprehensive survey of local footpaths. This would ensure that priority areas requiring attention are accurately identified, rather than relying solely on the standard 20% randomised survey, which may not fully capture localised issues.

- Community Drop-in Session – 14th April 2026

Attended the community drop-in session, which proved to be highly productive. The session provided an opportunity to be available for residents to raise any concerns or seek advice on local matters.

- The Glamorgan Local Area Energy Plan (LAEP) Launch Event – 16th April 2026

Attended the launch event, which provided an informative overview of local energy planning, sustainability goals, and future strategies for the area. The session offered valuable insight into how energy initiatives may impact the community moving forward.

- Church Farm Development Meeting

Attended a well-supported meeting regarding the proposed Church Farm development. There was strong community engagement and a clear level of interest and concern from local residents.

- Veterans Hub Meeting

Attended the Veterans Hub meeting. As always, this was a meaningful session, providing an opportunity to listen to and engage with veterans and better understand their experiences and needs.

Community Engagement and Casework

- Church Farm Development

Supported residents by assisting in drafting objection letters to the proposed development. Submitted a personal objection in line with concerns raised by the community.

- Resident Housing Support

Continued to support a resident experiencing housing issues. Contact has been made with the Vale of Glamorgan Council in an effort to progress the matter toward a resolution.

- Emergency Housing Support – 20th April 2026

Assisted a St Athan resident facing eviction by liaising with the Vale of Glamorgan Council and the assigned caseworker to help secure appropriate accommodation for the resident and her daughter.

- - Ongoing Casework – Eglwys Brewis

A meeting is to be arranged with a resident in Eglwys Brewis to discuss and assess how best to support their housing situation.

- Enforcement Case – Land adjoining 10 New Barn Holdings, Flemmingston (27th April 2026)

Attended a site meeting alongside the resident regarding an ongoing enforcement matter. Discussions were constructive, with a potential pathway identified involving a planning application and site improvements. The case remains ongoing, and Maria and I will continue to support the resident to help achieve a resolution.

Summary

April has been a proactive and outcome-focused month, with significant engagement across community forums, planning matters, and direct resident support. Particular emphasis has been placed on advocating for residents facing housing difficulties, including urgent intervention to help prevent homelessness and ongoing efforts to secure appropriate resolutions with the Vale of Glamorgan Council.

In addition, strong community representation has been maintained in response to the Church Farm development, ensuring resident concerns are both heard and formally recorded. Work will continue into May to progress outstanding casework, monitor developments, and maintain a visible and responsive presence within the community.

Appendix 5

Proper Officer report-March 2026

On 4th April, I attended a police meeting and visited the Easter event at the Paul Lewis Community Centre. On 9 April, I continued with Session 5 of the SLCC CiLCA Portfolio Builder training. On 10 April, the first **St Athan Connect** monthly newsletter was sent to residents on the mailing list.

On 13th April, casual vacancies were published for St Athan and Flemingston. I also attended an OVW training session on annual returns. A drop-in session was held on 14th April, and on 16 April I attended the Glamorgan Local Area Energy Plan presentation.

On 17th April, I met with the Chair to purchase craft and tombola items for the Family Fun Day. The tender process for the Toilets Refurbishment Project also closed, with six submissions received. I prepared the tender evaluation spreadsheet and supporting documents for the Building and Maintenance Committee meeting held on 20th April.

At the Building and Maintenance Committee meeting on 20th April, tenders were sifted and shortlisted, with three contractors selected to proceed. The three unsuccessful contractors were advised of the outcome, and the three shortlisted contractors were contacted with further questions. I also delivered the Art Competition entry post box to The Gathering Place and discussed the Family Fun Day event with the Centre Manager.

On 24th April, I attended the public meeting regarding the Church Farm development.

A schedule of planned social media posts was prepared to go live between 26th April and 1st May, promoting the businesses and activities attending the Family Fun Day. The final week of April involved intensive planning and organisation for the event.

27th April Attended a site meeting with Cllr King alongside the resident regarding an ongoing enforcement matter. Discussions were constructive, with a potential pathway identified involving a planning application and site improvements.

Agendas and associated documents were also prepared for the Full Council Meeting and Annual General Meeting scheduled for 5th May.

In addition to the above, I carried out the usual day-to-day administrative and financial duties, including dealing with correspondence, responding to enquiries, updating records, processing invoices, monitoring payments and receipts, preparing financial information, updating council systems, and supporting the general operation of the Council.