

# ST ATHAN COMMUNITY COUNCIL



**Meeting:** Full General Council

**Date:** Tuesday 5<sup>th</sup> May 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

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## 3436 Receive apologies for Absence

None

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## 3437 Declarations of Interest

None

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## 3438 Suspension of Standing Orders

Not suspended

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## 3439 Public Participation (Agenda Items Only)

No public participation.

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## 3440 Crime Statistics-Appendix 2

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

Council has requested a meeting with PCSO Stone at a time convenient to discuss the statistic. The Proper officer to arrange.

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## 3441 Reinstatement of Standing Orders

Not suspended

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## 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 7<sup>th</sup> April 2026 be confirmed as a true record.

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## 3443 Matters arising from the minutes of 7<sup>th</sup> April 2026

No already covered in the agenda.

None raised

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## **3444 To receive reports**

### **a. Chair's report**

- Completed Annual Report.
- Attended Annual Return by OVW webinar.
- Hosted Family Fun Day.

### **b. Community Councillor's reports**

#### **Cllr Toker**

- Attended and helped at Family Fun Day.
- Attended Community Drop In.
- Attended Police meeting.
- Attended Easter event at the Paul Lewis Community Centre.
- Attended a public meeting for Church Farm development.

#### **Cllr Cleave**

- Attended and helped at Family Fun Day.
- Arranged Sensory Sessions.
- Attended East Vale meeting.
- Attended Community Drop In.
- Attended Easter event at the Paul Lewis Community Centre.

#### **Cllr Eustace**

- Attended Building Maintenance Committee meeting.

#### **Cllr Willmot**

- Attended Building Maintenance Committee meeting.
- Attended Community Drop In.
- Attended and helped at Family Fun Day.

#### **Cllr Lynch-Wilson**

- Attended Community Drop In.

#### **Cllr King**

- Full report Appendix 4

#### **Cllr Manfield**

- None

#### **Cllr Clarke**

- Attended and helped at Family Fun Day
- Attended Community Drop In.

#### **Cllr Wiltshire**

- Attended and helped at Family Fun Day
- Attended Community Drop In.

#### **Cllr Bridgeman**

- None

### **c. County Councillor's report**

#### **County Cllr Haines**

- Had meeting with developers for the Church Farm development. Very disappointed in their response to community objections, mainly location of entrance and supermarket. Cllr Haines requested all members to liaise with their parties to put pressure on planning. All agreed.

#### **County Cllr Lynch-Wilson**

- Attended many and various meetings.
- Working closely with CW Balloons who are providing the sensory sessions.

d. **Proper Officer's report**

- Full report Appendix 5

e. **Other committee reports**

- Building Maintenance met on 20<sup>th</sup> April.
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**3445 Councillor Activities**

The Chair reminded all councillors for the forthcoming events

- Litter Pick which has now moved to 16<sup>th</sup> May starting at the hall at 2am
  - CAWG Saturday 30<sup>th</sup> May at the Paul Lewis community Centre. Cllr Lynch-Wilson asked if meeting moved to 1 hour later.
  - Civic Service Sunday 31<sup>st</sup> May at St Tathan Church
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**3446 Planning Matters**

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

b. Planning Application Consultation 2026/00199/FUL

The Gathering Place, Flemingston Road, St Athan. *no objections 5<sup>th</sup> May*

c. Planning Application Consultation 2026/00273/FUL 30

Gileston Road, St Athan. 11<sup>th</sup> May

*no objections*

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

Bryn-y-mor, West Aberthaw. 13<sup>th</sup> May

*no objections*

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

Chestnut Avenue, St Athan 6<sup>th</sup> May

*no objections*

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**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*

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**3448 Correspondence** Appendix 3

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**3449 Financial Assistance (Donation) Request**

None

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**3450 Church Crosses**-No update

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**3451 Reset the Female Soldier at the monument**

The Chair updated the council that Edenvale will reset the soldier when the ground is softer at no charge.

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**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.

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### **3453 Events**

The Chair confirmed

Litter Pick was moved to 16<sup>th</sup> May meeting at 10am at Chambers.

CAWG 30<sup>th</sup> May at the PLCC. Cllr Lynch-Wilson requested that the meeting be one hour later

Civic Service 31<sup>st</sup> May 11am at S Tathan Church.

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### **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.

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### **3455 Support for little Jack**

The Council discussed possible fundraising or donation support for Little Jack, aged 2, who is receiving palliative care, and considered how the Council may be able to assist.

It was noted that £93 had been raised at the Family Fun Day through the raffle of a cake provided by Little Orchard Café and Bakery, artwork provided by Cllr King's daughter, and sales at the tombola. Councillors present on the day approved the fundraising.

The Chair agreed to add £57 from her Chair's allowance to bring the total donation to £150.

The Chair will notify the family, and the Proper Officer will arrange payment.

Two pieces have been given to the raffle winners, and the remaining four pieces will be raffled at the Village Fair for the same cause. Cllr King has approved this.

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### **3456 PROW Survey – St Athan**

Cllr King attended the Llantwit Major Public Footpaths Committee.

The Committee asked whether members could carry out their own footpath survey, as this was considered likely to be more accurate.

Cllr King reported that she had attempted to contact the lead for guidance on the way forward, but had not yet received a response. Cllr King will follow this up.

Cllr Willmot suggested that Cllr King contact Valeways.

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### **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

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### **3458 Replacement of Jubilee tree by monument**

The Chair advised council that the Jubilee tree near the monument has died and ask for this to be replaced.

Council agreed for the Chair to research options and costs. Cllr Willmot suggested speaking to Restore the Thaw.

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### **3459 Part 2**

An internal discussion took place regarding a sensitive matter.

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**3460** The next meeting of the Council will be held on Tuesday, 2<sup>nd</sup> 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**

<b>Balance b/fwd</b>	£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
<b>Total</b>	<b>£40,613.94</b>
<b>Grand Total</b>	<b>£47,653.59</b>

**Expenditure**

<b>Administration</b>	
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
<b>Total</b>	<b>£5,481.93</b>

<b>Building and Outside Area</b>	
Business Rates	£266.60
Building Electricity Supply	£561.05
<b>Total</b>	<b>£827.65</b>

<b>Ward</b>	
Feeder Pillars	£41.39
Family Fun Day	£1,422.31
<b>Total</b>	<b>£1,463.70</b>

<b>Charitable Donations</b>	
Chair's Allowance	£150.00

<b>Total</b>	<b>£150.00</b>
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<b>Total</b>	<b>£7,923.28</b>
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<b>Balance</b>	<b>£39,730.31</b>
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### Reserve Account

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

<b>Total Balance</b>	<b>£58,931.09</b>
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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
<b>TOTAL</b>	<b>35</b>	<b>41</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>

## 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 4<sup>th</sup> 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 13<sup>th</sup> 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 14<sup>th</sup> April, and on 16 April I attended the Glamorgan Local Area Energy Plan presentation.

On 17<sup>th</sup> 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 20<sup>th</sup> April.

At the Building and Maintenance Committee meeting on 20<sup>th</sup> 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 24<sup>th</sup> April, I attended the public meeting regarding the Church Farm development.

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

27<sup>th</sup> 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 5<sup>th</sup> 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.