

# ST ATHAN COMMUNITY COUNCIL



**Meeting:** Full General Council

**Date:** Tuesday 7th April 2026

**Meeting Start:** 1900hrs

**Meeting Concluded:** 2000hrs

**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)

## 3402 Welcome

The Chair welcomed all attending.

Cllr Derek Roberts and Cllr Lucy Davies submitted their resignations as councillor for St Athan Community Council. The Chair has accepted and thanked them both for their service to St Athan whilst on the council and wished them the best for the future.

## 3403 Attendance

Cllr/Chair S Toker

Cllr/Vice-Chair H Cleave

Cllr R Eustace

Cllr D Willmot

Cllr/County Cllr J Lynch-Wilson

Cllr P King

Cllr K Manfield-Remote

Cllr G Clarke

Cllr L Wiltshire

Cllr D Bridgeman-Remote

County Cllr S Haines

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## 3404 Receive apologies for Absence

None

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## 3405 Declarations of Interest

None

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## 3406 Suspension of Standing Orders

Not suspended

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## 3407 Public Participation (Agenda Items Only)

No public participation.

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## 3408 Crime Statistics-Appendix 2

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## 3409 Reinstatement of Standing Orders

Not suspended

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## 3410 Approval of Minutes

*It was proposed by Cllr Cleave and seconded by Cllr Lynch-Wilson*

*that the minutes of the Full General Meeting held on 3<sup>rd</sup> March 2026 be confirmed as a true record.*

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## d. Proper Officer's report

- See Appendix 4

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**3415 St Athan Ward Financial Report – March 2026**

Appendix 1

*It was proposed by Cllr Willmot and seconded by Cllr Wiltshire that the financial report be noted as presented*

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**3416 Correspondence** Appendix 3

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**3417 Financial Assistance (Donation) Request**

Ray of Light Cancer Support

*It was proposed by Cllr Eustace and seconded by Cllr Bridgeman That a donation will not be provided*

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**3419 Purchase 2<sup>nd</sup> silhouette for The Gathering Place**

The Proper officer reported to Council that the cost of the silhouette is £200 including delivery

*It was proposed by Cllr Toker and seconded by Cllr Clarke that a 2<sup>nd</sup> silhouette for TGP will be purchased at a cost of £200 including delivery*

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**3424 Chair and Vice-Chair working allowance**

The Proper Officer requested that, if accepted by the Chair and Vice-Chair, these payments be made at the end of each four-month period rather than annually, namely in July, November, and March.

It was proposed by Cllr Toker and seconded by Cllr Eustace that the Chair and Vice-Chair allowances be paid every four months

**3426 Events**

a. Family Fun Day - additional costs approval for tombola/ crafts etc

The Chair requested authorisation to purchase up to £400 worth of craft materials and tombola prizes from the budget for the Family Fun Day.

*It was proposed by Cllr Cleave and seconded by Cllr King that craft materials and tombola prizes to be purchased up to £400*

b. Purchase of banner to advertise Family Fun Day

The Chair request a banner be purchased to advertised the Family Funday, 'This Saturday' for usage every event at a cost of approx. £50.

Cllr Eustace suggests purchasing two, cost would be less of each.

*It was proposed by Cllr Lynch-Wilson and seconded by Cllr Eustace two banners be purchased up to £100.*

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**3427 Grant Scheme – Confirm details**

The Chair request the approval for the Scheme's terms of reference and application form. The Chair suggests an official launch on website and social media for 1<sup>st</sup> April.

*It was proposed by Cllr Toker and seconded by Cllr Eustace That the documents were approved for use and official launch on 1<sup>st</sup> May 2026.*

applicants. The three shortlisted contractors will then be presented to the full Council in May for a final decision.

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**3429 Purchase of laptop**

The Proper Officer requested that the laptop be purchased immediately rather than waiting until the end of the month, when the precept is received.

*It was proposed by Cllr Willmot and seconded by Cllr Toker that the Proper Officer may purchase the laptop as soon as possible.*

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**3430 Sage Software for Payroll**

The Proper Officer requested approval to purchase Sage Payroll and confirmed that the cost would be £1.20 including VAT for the first six months, and £12 including VAT per month thereafter.

*It was proposed by Cllr Toker and seconded by Cllr Eustace that the Proper Officer be authorised to purchase Sage Payroll.*

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**3432 Part 2**

There were no items for consideration in Part 2.

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**3433** The next meeting of the Council will be held on Tuesday, 5 May 2026, which will also be the date of the Annual Meeting of the Council.

**Appendix 1****St Athan Ward Financial Report – March 2026**

<b>INCOME</b>	<b>MAR</b>
BALANCE B/F	£22,747.43
Rustic Roots -Rental	£1,000.00
Rustic Roots Electricity	£690.00
Family Fun Day Stallholders	£90.00
<b>INCOME TOTAL</b>	<b>£1,780.00</b>
<b>TOTAL</b>	<b>£24,527.43</b>

**EXPENDITURE**

<b>ADMINISTRATION</b>	<b>MAR</b>
Chain of Office & Roll of Honour Board	£968.57
Proper Officer -Salary	£2,366.36
Proper Officer - HMRC	£1,929.88
Councillor - Admin Remuneration	£424.66
Councillor - Annual Remuneration	£1,274.00
Councillor - Attendance Remuneration	£180.00
Councillor - Training	£84.00
Microsoft - software	£12.10
Microsoft - storage	£1.99
Scribe software	£61.20
Office Equipment & Furniture	£103.85
Stationery, ink, paper, printing, postage	£130.68
Internet & Telephone-OneCom	£48.00
Bank charges	£11.90
By-Election 15/01/2026	£6,023.22
By-Election 19/02/2026	£175.00
<b>TOTAL</b>	<b>£13,795.41</b>

<b>BUILDING AND OUTSIDE AREA</b>	<b>MAR</b>
Fire extinguisher check	£144.30
Cleaning - window, gutter and fascias	£85.00
Electric Supply	£893.94
Maintenance - Major Repairs	£772.45
<b>TOTAL</b>	<b>£1,895.69</b>

<b>WARD</b>	<b>MAR</b>
Feeder Pillar x 2	£37.55
Fete and Music Event (Village Fair)	£480.00
Grass Cutting	£465.60
Noticeboards	£753.53
<b>TOTAL</b>	<b>£1,736.68</b>

<b>CHAIR'S ALLOWANCE</b>	<b>MAR</b>
CHAIR'S ALLOWANCE	60.00
<b>TOTAL</b>	<b>60.00</b>

<b>TOTAL EXPENDITURE</b>	<b>£17,475.88</b>
TOTAL INCOME/Carried forward	£24,527.43
<b>BALANCE</b>	<b>£7,039.65</b>

### Reserve account

	<b>Mar</b>
Carried forward	£19,172.57
Interest	£14.81
<b>TOTAL</b>	<b>£19,187.38</b>

## Appendix 2 Crime Statistics

2025/2026	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
VIOLENCE WITHOUT INJURY	8	9	7	11	3	12	7	13	12	6	4	5	9	0
VIOLENCE WITH INJURY	1	3	3	3	4	1	0	3	4	5	0	0	0	0
SEXUAL OFFENCES	1	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	0
RESIDENTIAL BURGLARY	2	0	2	0	0	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	0	0
VEHICLE OFFENCES	0	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	0
SHOPLIFTING	0	0	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	2	1
ARSON	0	0	0	0	0	1	0	0	0	0	0	0	0	0
CRIMINAL DAMAGE	1	4	3	2	3	1	0	2	2	0	0	3	3	0
PUBLIC ORDER OFFENCES	0	0	0	0	1	2	0	1	1	0	0	0	0	0
MISCELLANEOUS CRIMES AGAINST SOCIETY	4	6	5	5	6	10	2	4	11	3	2	7	5	0

DRUG OFFENCES	1	2	1	1	0	1	1	1	0	0	0	2	0	0
ROADS/TRAFFIC	0	3	4	2	3	1	2	3	1	1	1	1	5	0
ANTI SOCIAL BEHAVIOUR	0	3	8	6	5	0	1	3	2	1	0	2	3	0
<b>TOTAL</b>	<b>20</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>1</b>

### Appendix 3 Correspondence

Is-orsaf Aberddawan / Aberthaw Substations – gwahoddiad i gyfarfod / meeting invitation	NG
One Voice Wales Manifesto	OVW
E-Bulletin Issue 19	OVW
Housingstrategy (Mailbox)	VoG
Planning Committee - 19 March 2026 - Agenda and Reports	VoG
Planning Application Consultation 2026/00060/FUL 19, Chestnut Avenue, St Athan	VoG
Planning Application Consultation 2026/00054/FUL 65 St John's View, St Athan-Decision letter	VoG
Grass cutting email regarding locations	PO
Cardiff Airport Press Release.	RE/Cardiff Airport
The County Borough of the Vale of Glamorgan (Communities) Order 2026	VoG

### Appendix 4 Proper Officer report-March 2026

#### 1. Procurement, Projects and Council Assets

- The second Sell2Wales account is now live.
- Created the first tender in relation to the toilet block project.
- Met with the contractor during the week commencing 23rd regarding the toilet block project.
- Electrical work was undertaken at the Council Chambers on 7th.
- Delivered a new defibrillator to Flemington Church on 10th.
- Checked the defibrillator at Gileston on 18th.
- Submitted an application for grant funding from ArtsWales for murals on 23rd.
- Met with Sian Dixon on 27th regarding the bus shelter murals.

#### 2. Meetings and Engagement

- Attended the TCC Clerks and Monitoring Officer meeting on 5th.
- Started the newsletter drop on 6th.
- Participated in the Litter Pick on 7th.
- Met with Chapel Surgery on 9th. It was noted that the area of land under discussion may not belong to the surgery.
- Met with resident Liz Fryer on 11th.
- Helped to deliver newsletters with councillors on 14th.
- Delivered newsletters to Castleton on 17th.
- Met with Kris from Londis on 18th.
- Attended the CAWG meeting on 20th.
- Opened and closed the hall for the Clothes Bank on 21st.
- Met with Monitoring Officer Victoria Davidson on 24th regarding Independent Member Observation Feedback.
- Met with the Chair on 28th.

#### 3. Administration and Training

- Attended training for a CILCA session on 12th.
- Signed up to the free Welsh translation service Helo Blod on 23rd.
- Issued the agenda early on 31st due to the Easter holidays.

**Summary**

March was a productive month, with continued progress on procurement and project work, including the toilet block tender process, mural funding application, and council asset maintenance. The month also included a range of meetings and community engagement activity, together with training and administrative work to support the effective operation of the Council.