

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

3404 Receive apologies for Absence

None

3405 Declarations of Interest

None

3406 Suspension of Standing Orders

Not suspended

3407 Public Participation (Agenda Items Only)

No public participation.

3408 Crime Statistics-Appendix 2

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

3409 Reinstatement of Standing Orders

Not suspended

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 3rd March 2026 be confirmed as a true record.

3411 Matters arising from the minutes of 3rd March 2026

No already covered in the agenda

3412 To receive reports

a. Chair's report

- Arrange for Alpacas to visit Milsom House paid for out of Chair's allowance.
- Thanks were given to the Brownies for delivering the newsletter where they received crème eggs.
- Donated crafts to Paul Lewis Community Centre (PLCC) for use in their Easter Event.
- Attended the CAWG.
- Donated £60 of the Chair's Allowance to The Gathering Place (TGP) Community Café.

b. Community Councillor's reports

Cllr Toker

- Attended the St Athan Community Council (STACC) community litter pick.
- Completed Training.
- Attended the STACC arranged Police Meeting at the Gathering Place.

Cllr Cleave

- Attended East Vale Residents meeting.
- Attended the Easter Event at the PLCC.
- Distributed the newsletter to homes.
- Reported issues with the pub.
- Progressing arrangements for the ALN sessions at the PLCC.

Cllr Eustace

- None

Cllr Willmot

- Attended the council arranged litter pick.
- Continuing litter picks around the area on own as Keep Wales Tidy litter picking champion.
- Distributed the newsletter to homes.
- Reported potholes to Vale of Glamorgan Council (VoGC).
- Attended the CAWG.

Cllr Lynch-Wilson

- Reported potholes to Vale of Glamorgan Council.

Cllr King

- Attended online Wales Older People meeting.
- Reported potholes to Vale of Glamorgan Council.
- Reported dog mess issues to Vale of Glamorgan Council.
- Attended the STACC arranged litter pick.
- Distributed the newsletter to homes.
- Working on ongoing issues with resident. Also being handled by County Cllr Haines.

Cllr Manfield

- None

Cllr Clarke

- Attended the STACC arranged litter pick.
- Continuing litter picks around the area on own.
- Distributed the newsletter to homes.

Cllr Wiltshire

- None

Cllr Bridgeman

- None

c. County Councillor's report

County Cllr Haines

- PLCC Ladies toilets-On going discussions with VoGC. Positive steps forward.
- Flemington Heavy goods truck Signs-Still waiting to hear.

County Cllr Lynch-Wilson

- Meeting planned with VoGC to discuss PLCC ladies toilets.
- Received residents reports on foot path issues and to VoGC.

d. Proper Officer's report

- See Appendix 4

e. Other committee reports

- The Chair advised that Jane Hutt attend the CAWG as one of her last functions before her retirement.

3413 Councillor Activities

The Chair reminded all councillors for the forthcoming events and requested any help they can give would be greatly appreciated. Councillors to advise the Proper Officer if they can attend

- Council Drop in Tuesday 14th April from 6.30pm at Chambers.
- Family Fun Day Saturday 2nd May at TGP , set up starts at 10.30am

3414 Planning Matters

a. Pre-Application Consultation (PAC) for proposed development at Land at Bro Tathan

Council unanimously agreed to submit an objection. The Proper Officer will prepare and submit the objection, drawing on Cllr Bridgeman's recent comments to Council and Cllr Haines' social media statement on the matter.

Council also suggested arranging a meeting with Carney Sweeney. Further information is required. Proper Officer to arrange.

b. Planning Application Consultation 2026/00213/HYB Church Farm, Rock Road, St Athan

Council agreed to submit a strong objection to the application and to resubmit its previous objections, as the current planning application and it still does not address the issues already raised. These include the location of the main entrance, the proposed shop location, and the lack of infrastructure.

County Cllr Haines advised Council that there is a significant amount of misinformation within the application's documents and suggested that councillors each review a section of the application in detail.

The Proper Officer was asked to prepare a list of the documents with topic heading relating to the planning application and distribute them among councillors for review.

Cllr Eustace also stated that the community as a whole feels it is not being listened to.

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

3416 Correspondence Appendix 3

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

3418 Church Crosses-No update

3419 Purchase 2nd 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 2nd silhouette for TGP will be purchased at a cost of £200 including delivery

3420 Reset the Female Soldier at the monument

The Chair reported that the female silhouette at the monument continues to lean over, despite repeated efforts by councillors and the Proper Officer to reset it upright.

The Chair advised that Edenvale has been asked to provide a quotation for securing the silhouette properly. The cost will be reported to Council at the next meeting.

3421 Cleaning contract for Council chamber-No update

3422 Noticeboards-TGP and Chapel Surgery-Update

The Vale of Glamorgan Council confirmed that it owns the land. The Proper Officer has requested permission to erect a noticeboard on the site or, alternatively, for St Athan Community Council to take over responsibility for it.

The Proper Officer confirmed that the purchase and installation of two noticeboards would cost between £4,000 and £5,000. The Chair advised that this would be considered as part of the 2027–2028 budget and was reported at this stage for Council's information.

The Proper Officer also advised that insurance cover for the noticeboards would increase by £15 per annum. Cllr Eustace noted that the Council should ensure the cover is provided on an all-risks basis.

3423 Nomination of Chair and Vice-Chair

The Proper Officer confirmed that nominations for **Chair** had been received as follows: Cllr Sandra Toker, three nominations; and nominations for **Vice-Chair** had been received as follows: Cllr Hayley Cleave, two nominations, and Cllr Damian Bridgeman, one nomination.

Cllr Eustace suggested that each nominee provide a few lines about themselves to be circulated to all councillors.

A vote will take place at the Annual Meeting of the Council on Tuesday, 5 May 2026

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.

3425 Hi vis-hoodies, polos, t-shirts

The Chair suggested that polo shirts, T-shirts, and hoodies be made available to any councillor who wished to have them.

She advised that she had not been able to obtain quotations in time for this meeting, but would do so and report back to the next meeting for approval.

The Proper Officer stated that, if the Council purchased the clothing, she would be happy to arrange the printing using her own craft equipment at no cost to the Council.

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*

c. Civic Service

Council was reminded of the Civic Service on Sunday 31st May. Cllr King will provide numbers for the award winner as soon as received.

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 1st April.

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

3428 Toilet Block Refurb update

The Proper Officer updated the Council on progress to date. The tender was submitted to Sell2Wales, and 18 interested parties have expressed an interest through the platform. Of these, eight have visited the site.

The closing date for tender applications is 16 April 2026. The Building and Maintenance Committee will meet on 20 April 2026 to review the submissions and select the three most suitable applicants. The three shortlisted contractors will then be presented to the full Council in May for a final decision.

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.*

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.

3431 Rustic Roots request for Council to replace microwave

Council considered the request from Rustic Roots for the Council to replace the microwave and agreed to reject the request.

3432 Part 2

There were no items for consideration in Part 2.

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**

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

EXPENDITURE

ADMINISTRATION	MAR
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
TOTAL	£13,795.41

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

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

CHAIR'S ALLOWANCE	MAR
CHAIR'S ALLOWANCE	60.00
TOTAL	60.00

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

Reserve account

	Mar
Carried forward	£19,172.57
Interest	£14.81
TOTAL	£19,187.38

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
TOTAL	20	35	41	33	32	36	18	37	42	23	10	24	27	1

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.