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**MINUTES OF THE HYBRID MEETING**  
**Held at The Meeting Room, Atlantic College, St Donats**  
**on 4<sup>th</sup> March 2026 at 7.00pm.**

**Present:** Chairperson: Councillor Dave Johnston  
Councillors: Byron Cole, Jasper Copeland Roberts, Tony Evans, Gareth Halliwell and Jayne Thomas.

**In Attendance:** Jackie Griffin, Clerk.  
PC Jamie Williamson.  
Ms Sam Willis, Head of Residential Life at Atlantic College.

**Item 1: Apologies for Absence.**  
Councillor Mary Jeffreys.

**Item 2: To receive declarations of interest and the nature of such interests under the Council's Code of Conduct.**  
None.

**Item 3: Police Report.**  
PC Williamson reported that there were no crimes to report for the past month.

- St Donats there was a reported incident of concern and an historic report of an incident.
- Marcross – a domestic disturbance.
- Monknash – a parking complaint.

**Item 4:** To approve the minutes of the Meeting held 4<sup>th</sup> February 2026.  
**Proposed** by Councillor Johnston, seconded by Councillor Evans and **resolved** that the minutes of the Meeting held 4<sup>th</sup> February 2026 be approved.  
Councillor Johnston signed the minutes.

**Item 5: Matters arising from the minutes, which are not included in this agenda.**  
No matters arising.

**Item 6: Report from the Vale of Glamorgan Councillors.**  
No report.

**Item 7: Clerk's Report to include the Financial Report.**

**7.1 Finance Report.**

**Bank Account Balance - £3,770.92**

**Payments made since the last meeting:**

Clerk's Salary (February) - £224.24;

HMRC (Tax for February) - £56.00;

Lloyds Bank (monthly fee service charge for Community account) - £4.25.

**Payments due to be made:**

Clerk's Salary (March) - £224.24;

HMRC (Tax for March) - £56.00;

JRB Maintenance (Repairs to defibrillator cabinet at Marcross) - £117.60 (VAT £19.60);

Councillors Allowances (to cover 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026) - £52.

**Proposed** by Councillor Johnston, seconded by Councillor Halliwell and **resolved** that all payments due be made.

**Receipts:** None.

**7.2 To consider renewal of the One Voice Wales subscription for the next financial year.**

Membership is due for renewal on 1<sup>st</sup> April and the fee for the next financial year is £70 (last year £67).

**Proposed** by Councillor Halliwell, seconded by Councillor Evans and **resolved** that the membership is renewed for the next financial year.

**7.3 Administrative Items.**

The Clerk confirmed that the Councillor Allowances will be at the same rate as the current year i.e. annual allowance £156 and printing allowance £52.

**Item 8: To report any update on Channel View, Marcross – Sewer.**

No update.

**Item 9: To report on the casual vacancy on St Donats Ward.**

No applications or expressions of interest received.

**Item 10: Planning Matters.**

**10.1 Planning Application No. 2026/00073/FUL**

Location: Oddfellows Lodge, Monknash

Proposal: Installation of woodburner and associated flue.

**No comments.**

**Item 11: To discuss appointment of Internal Auditor for 2025/2026.**

Council **resolved** to, once again, approve the appointment of Helen Embling as the Council's Internal Auditor for the accounts of the year 2025/2026.

- Item 12: To discuss the condition of the highway along Splott Road.**  
Members discussed the current condition of the sides and verges along Splott Road. The potholes are very large, dangerous and damaging vehicles as motorists have no other option than to pull over to pass oncoming vehicles thereby using the verges as unofficial ‘passing places’. The road is increasingly busy, especially since covid, with traffic accessing the College and the Coast. The Clerk agreed to contact Highways regarding this item.
- Item 13: To discuss the increase in litter in the Council’s area.**  
Concern was expressed at the ever-increasing amount of litter in the area. It was agreed to arrange a litter pick soon.
- Item 14: To receive an update from Atlantic College.**  
Ms Willis gave a report on activities at the College:
- The Friday Café Concerts are proving to be very popular. It was suggested that a programme be produced although this would be difficult as the Concerts are part of the students studying requirements and performances are arranged at relatively short notice but are promoted on social media.
  - Students will be leaving College on the Thursday and Good Friday for their Spring Break.
- Item 15: Reports of Representatives.**  
No reports.
- Item 16: To share/discuss information regarding the town and community councils boundary review in the Vale of Glamorgan.**  
Councillor Halliwell and the Clerk reported on the One Voice Wales webinar which they had attended on 24<sup>th</sup> February, when the following items were discussed:
- The purpose of the review which was to improve local identity; future growth and improve communities.
  - Employments right of staff were discussed and are subject to TUPE. Staff are transferred to the new council but if the staff object and do not want to be transferred then this is interpreted as their resignation. If staff are transferred, personnel files must be updated. Council can consider voluntary redundancy but advice should be sought on this. Items to consider are, pay arrangements; terms and conditions and contracts.  
Councils should write to staff (One Voice Wales has example letters) laying out situation. Council **must** maintain an audit trail i.e. keep records of everything **in writing**.
  - Society of Local Council Clerks has a handover check sheet.
  - **Items to consider** - property/assets; records (including staff records); audit; insurance for transfer to the new Council.
  - **Financial implications** – Budget and precept set for 5 weeks only for 2026/2027. Arrangements for the audit for 2026/2027.
  - Successor Council to close bank accounts.
  - Suggested that consultation is opened with the council being ‘merged’ with.

**Item 17: Correspondence and Publications which do not necessarily require discussion i.e. for noting only.**

***All items noted.***

- 17.1 VGC (Vale of Glamorgan Council) – Business Support Newsletters 20<sup>th</sup> February 2026.
- 17.2 OVW (One Voice Wales) – E Bulletins 17 and 18.
- 17.3 Age Friendly Communities Newsletter 1.

**Item 18: Date of the next Meeting – Wednesday 1<sup>st</sup> April 2026 at 7.00pm.**

..... Chairperson.

**Date : 1<sup>st</sup> April 2026.**