

**LOG OF CORRESPONDENCE AND HOW DEALT WITH?**

*No names/contact details should be added here*

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
03/10/2024	Email	Ali	Electoral update from MBC	Office	Filed
04/10/2024	Email	Ali	Cty Cllr requesting dates for zoom meeting with Rural Youth Worker	General	Contacted Kate for dates
04/10/2024	Email	Ali	Resident requesting information from hall CCTV	Hall	Send to Hall Trustees
07/10/2024	Telephone	Ali	ILOS New Energy regarding meeting attendance (8/10/24)	Full Council	Provided information
07/10/2024	Emails	Ali	From residents copying in MPC with responses on Copper Lane appeal	Planning	Noted - no action
07/10/2024	Email	Ali	Info from B.Cllr Russell re grant funding for warm hubs halls	General	Sent to Revd. Nicky Harvey
07/10/2024	Telephone	Ali	Member of staff regarding working week	HR	Noted - no action
08/10/2024	Email	Ali	Email from C.Cllr re contact for repainting of SYL at Church Green	Highways	C.Cllr passed to relevant officer
08/10/2024	Email	Ali	From Next of Kin regarding interment of ashes 26/10	Amenities - Cemetery	Provided further information
09/10/2024	Email	Ali	B.Cllr Russell re defib. Funding	General	Passed to Mem. Hall Cmt.
10/10/2024	Telephone	Ali	Utility company re hall gas account	Memorial Hall	Responded with hall details
10/10/2024	Telephone	Ali	Hall hirer requesting information	Memorial Hall	Responded with hall details
10/10/2024	Email	Ali	Village Club regarding street trading licence	Planning	Provided MBC contact details
10/10/2024	Telephone	Ali	Pre-School - hall heating	Memorial Hall	Passed to Caretaker
10/10/2024	Email	Ali	MBC Electoral Office - confirmation of casual vacancy notice	Parish Council	Placed notice on website and notice boards (closing date 30/10/24)
10/10/2024	Email	Ali	MBC re CCTV installation	Amenities - Open Space	provided location (MPC should have a response re licence by 18/10/24)
14/10/2024	Email	Ali	Confirmation from grave digger to prepare ashes plot	Amenities - Cemetery	contacted next of kin to confirm
14/10/2024	Email	Ali	Resident with concerns of speeding traffic on A229	Highways	Passed to County Cllr in the first instance
14/10/2024	Telephone	Ali	Rusthall Clerk regarding Rialtas	Office	Provided information / obtained names of Internal Auditors
14/10/2024	Face to Face	Ali	Hall CCTV to be viewed and downloaded	Memorial Hall	Sat with representative to go through camera footage
14/10/2024	Telephone	Ali	Next of Kin regarding payment	Amenities - Cemetery	confirmed amount to be paid - check account 15/10/24
14/10/2024	Face to Face	Ali	Resident reporting blocked drains	Highways	Reported to Kent Highways via website
14/10/2024	Facebook message	Ali	Report of fallen tree at Cranham Square	General	Informed resident to report to Golding Homes
14/10/2024	Email	Ali	Resident reporting graffiti	General	Visited location - currently being cleaned. Emailed resident to report.
14/10/2024	Email	Rachel	Enquiry about the Marden Farm Shop sale	General	No further action. Marden Farm Shop has already got sold signs outside. Email responded to.
15/10/2024	Telephone	Rachel	Neighbouring Parish Clerk to discuss joint working with KCC	General	Passed to Ali for discussion. Awaiting meeting with County Cllr

15/10/2024	Telephone	Ali	Enquiry about Children's Centre auction/ownership	General	provided ownership details - advised to contact auctioneer / MBC re planning
16/10/2024	Email	Rachel	Resident calling about solar farm	Planning	Resident signed up to e-newsletter and MBC Planning Portal. Email response referred to the Clerk to take forward.
22/10/2024	Telephone	Ali	Resident regarding Pattenden Lane solar farm application	Planning	Provided details of planning committee meeting dates
22/10/2024	Telephone	Ali	Resident asking for Police contact details	General	No personal numbers available - advised to contact 101
22/10/2024	Email	Ali	From Headcorn PC regarding employing Community Liaison Officer	Amenities /Finance	Take information to Amenities / Finance
22/10/2024	Email	Ali	Email from stonemason company offering services	Cemetery	Keep details on file
22/10/2024	Email	Ali	MBC - Eco-Hub details	General	Placed on social media
22/10/2024	Email	Ali	Structural engineer chasing decision on solar panels	Amenities - Public Conv.	Would provide details after Amenities meeting
22/10/2024	Email	Ali	Marden History Group regarding newsletter delivery dates etc	Newsletter	Confirmed November 4th
23/10/2024	Email	Ali	Kent Highways re SYL in Church Green	Highways	MBC to repaint outside butchers
23/10/2024	Answerphone	Ali	Utility company re hall utilities	Memorial Hall	Told to email details
23/10/2024	Answerphone	Ali	Electric charging company	Memorial Hall	Wrong Marden Hall
23/10/2024	Answerphone	Ali	Goudhurst company wishing to advertise in newsletter	General	Passed Church magazine details
23/10/2024	Answerphone	Ali	Request for xmas stall	Amenities - Cemetery	Passed to Lisa
29/10/2024	Answerphone	Ali	Resident re solar farm	Planning	Contacted Planning Committee for comments
29/10/2024	Answerphone	Ali	Funeral Directors re burial	Amenities - Cemetery	Emailed 28/10/24 with details
29/10/2024	Answerphone	Ali	Request for xmas stall	Amenities - Christmas	Passed to Lisa
29/10/2024	Email	Ali	KALC - new salary scales	HR	printed off for HR Sub-Committee meeting / calculating back pay due
29/10/2024	Email	Ali	History Group re newsletter inserts	Newsletter	Arranged to meet on 4/11 to insert flyers
29/10/2024	Telephone	Ali	Resident re solar farm	Planning	Informed EIA Screening opinion now on MBC website so will be on Planning agenda for 5/11/24
29/10/2024	Telephone	Ali	Funeral Directors re burial	Amenities - Cemetery	x 3 calls to sort out ERB owner and signature etc.
29/10/2024	Email	Rachel/Ali	Newsletter printer sent draft layout	Newsletter	Confirmed all ok
30/10/2024	Email	Ali	Funeral Directors - access for stonemason	Amenities - Cemetery	Provided details of gate padlock of access to remove headstone for 6/11 burial
30/10/2024	Email	Ali	Resident asking where they can donate a bathroom cabinet	General	signposted to Facebook community/selling pages or speak to someone at foodbank who may have an idea of who may want this
30/10/2024	Email	Ali	Other PC asking for guidance re contracts (to several other PCs)	Office	Provided some details of what is included in MPC's staffing contracts (no personal details given)
30/10/2024	Email	Ali	Grant form received from Cty Cllr Parfitt	Finance	Would complete when next in office
30/10/2024	Email	Ali	from office cleaner thanking MPC for leaving card and gift	Office	Noted - no action

31/10/2024	Email	Ali	MBC informing of being able to proceed with co-option	Full Council	Produced notice for notice boards and website
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