



**DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 8<sup>TH</sup>  
OCTOBER 2024 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT  
7.30PM**

**Prior to opening the meeting the Chairman reported to Cllrs that due to personal reasons, Cllr Besant had resigned from the Parish Council as from 7<sup>th</sup> October 2024. The Chairman thanked Cllr Besant for his drive and enthusiasm.**

*Cllr Besant stayed for the remainder of the meeting as a member of the public.*

**059/24 PRESENT**

Cllrs Adam, Boswell, Dobinson, Gibson, Newton, Summersgill, Tippen (in the Chair) and Turner. The Deputy Clerk, Borough Cllr Russell, the Managing Director of ILOS New Energy and three members of the public (*one ILOS New Energy colleague and the landowner*).

**060/24 APOLOGIES FOR ABSENCE**

Cllrs received apologies from Cllr Rabot, the Clerk and County Cllr Parfitt.

In the Clerk's absence, the Deputy Clerk was in attendance to take the minutes.

**061/24 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**

No declarations of interest were received.

**Changes to Register of Interest**

There were no requests for changes to Cllrs Registers of Interest.

**Granting of Dispensation**

There were no requests for dispensation.

**062/24 MINUTES OF THE PREVIOUS MEETINGS**

Cllrs received and accepted, as true records, the Minutes of the Parish Council meeting held on 10<sup>th</sup> September 2024 and the Extra Ordinary Full Council meeting held on 24<sup>th</sup> September 2024.

**063/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

The Managing Director of ILOS New Energy, and the two members of the public, wished to give a short presentation to Cllrs in the Public Forum.

Borough Cllrs Russell and Summersgill requested to speak under External Reports.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

See item 063/24. No other issues wished to be raised.

**ILOS New Energy UK**

The Chairman welcomed to Managing Director of ILOS New Energy to the meeting who gave a short presentation to Cllrs. A handout was handed out to Cllrs. Although not able to comment as had not been submitted as a planning application Cllrs raised a number of questions regarding footpaths, use of the land (sheep grazing) while the solar panels are in situ, the ecology changes and Cllr Adam raised a question about a footpath which is not a

public right of way. A public consultation was to be held on 14<sup>th</sup> October 2024 at Marden Sports Club, Maidstone Road where all were welcome to attend.

20:00 3 ILOS Energy representatives left the meeting.

## **EXTERNAL REPORTS - VERBAL**

### **County Councillor Report**

There was no County Councillor in attendance.

### **Borough Councillors Report**

Waiting for the strategic plan and but nothing else going on.

The meeting was reconvened to discuss item 064/24 onwards.

## **064/24 CLERK'S REPORT**

Cllrs received and noted the Clerk's report which provided details of the office correspondence log for September, Full Council action log, changing room proposals and newsletter (both of which are to be discussed further in the meeting).

## **065/24 PARISH MATTERS**

### **Written Reports received from MBC and KCC**

Borough Cllr Summersgill had submitted a written report for September which had been circulated to Cllrs prior to the meeting. Cllrs Summersgill requested that Cllrs complete the MBC Residents Survey.

### **Police Update**

#### Crime Figures

Cllr Rabot had provided a short report of crime figures from Kent Police website.

#### Other Police Issues

There was a Community Protection and Kent Police surgery on 4<sup>th</sup> October. The Maidstone Independent Advisory Group (IAG) had requested to hold an open meeting in Marden on 10<sup>th</sup> December 2024. Cllrs considered covering the cost of the hall hire at Marden Memorial Hall and agreed to fund to £42.00 for two hours hire.

### **Communication**

#### Newsletter

The final draft had been completed and the Deputy Clerk was currently typesetting ready for printing. Due back from printers beginning of November for delivery.

### **Marden Flooding/Water**

Nothing to report.

### **Marden Changing Room**

The Clerk had submitted a request for plans to be drawn up by the architect and had received an email in return. Cllrs discussed and agreed to the payment for £220.00 to draw up the plan. Cllrs also agreed to obtain budget costs.

### **Cemetery**

#### Exclusive Right of Burial Certificates

Unfortunately, due to the Clerk's absence certificates were not available to sign at the meeting.

### **Marden Playing Field**

An email had been received from Southern Water regarding additional works required. Cllr Adam requested that there be good signage to use Roundel Way if the footpath is being closed off.

## **066/24 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs noted the Minutes of Amenities Committee meeting held on 1<sup>st</sup> October (deferred from 24<sup>th</sup> September) and were available on the Parish Council website. Cllr Tippen reported that

the Council had applied for a grant which has been successful in obtaining £4,200. This would be put on the next Amenities Committee Meeting agenda.

#### **Planning Committee**

Cllrs noted the Minutes of Planning Committee meetings held on 20<sup>th</sup> August and 3<sup>rd</sup> September and were available on the Parish Council website. Cllr Tippen thanked Cllr Adam for his comments on the Albion Road/Copper Lane appeal.

#### **Finance Committee**

There had been no Finance Committee meeting in September. The next meeting will be on 29<sup>th</sup> October to discuss draft budget.

#### **Conferences/Meetings/Webinars attended**

Those in attendance updated the meeting on the following:

Ward Cluster Meeting – 10<sup>th</sup> September. Cllr Rabot had attended and action list from this meeting had been circulated to Cllrs prior to the meeting.

Community Forum – 12<sup>th</sup> September. Cllr Tippen attended.

Borough Cllr Meeting – 16<sup>th</sup> September. Notes of the meeting had previously been circulated to Cllrs.

Memorial Hall Meeting – 16<sup>th</sup> September. Cllr Turner, as MPC Representative on the Hall Committee, had given a report to Amenities Committee

KALC Finance Conference – 17<sup>th</sup> September. Cllr Tippen and the Clerk had attended and Cllr Tippen was pleased to report that all financial aspects of Marden PC were in line with procedures.

Maidstone Independent Advisory Group (IAG) Meeting – 17<sup>th</sup> September. Cllr Rabot had attended and would circulate the minutes of the meeting once received.

Cemetery Sub-Committee meeting – 19<sup>th</sup> September. Reported to Amenities Committee meeting.

Making Space for Nature – 26<sup>th</sup> September. Cllr Summersgill had attended and would report to the next Environmental Sub-Group meeting.

PPG Meeting – 26<sup>th</sup> September. Cllr Boswell had attended.

KALC Area Committee – 30<sup>th</sup> September. Cllr Summersgill had attended and minutes of the meeting had been circulated.

KCC Making Space for Nature Priorities Species Workshop – 1<sup>st</sup> October. Cllr Summersgill had attended and would report back to the Environmental Sub-Group meeting.

Nature Prescribing Meeting – 1<sup>st</sup> October. Cllr Boswell had attended. Wildlife postcards have gone out to 35 patients. Continuing with project as feedback is good.

Parish Councils Environmental Network Meeting – 2<sup>nd</sup> October MPC Reps had attended and would report back to the Environmental Sub-Group meeting.

Cloudy IT/Microsoft 365 Training – 3<sup>rd</sup> October. Cllrs Boswell and Summersgill attended along with the Deputy Clerk.

Environmental Sub-Group workshop – 7<sup>th</sup> October – cancelled.

#### **Conferences/Meetings/Webinars/Events forthcoming**

KALC Standards Conference – 10<sup>th</sup> October - Deputy Clerk to attend

Kent Rail Summit – 17<sup>th</sup> October – *Cllr Adam will try to listen in to Zoom meeting.*

KALC Advanced Planning Training – 17<sup>th</sup> October - Cllr Turner to attend

KALC HR Training – 30<sup>th</sup> October - Cllrs Gibson, Newton and Tippen to attend

KALC Climate Change Seminar – 5<sup>th</sup> November - Cllrs Boswell and Summersgill to attend  
Environmental Sub-Group – 19<sup>th</sup> November

KCC Highways Seminar – 20<sup>th</sup> November - Cllr Tippen to attend

## **067/24 CORRESPONDENCE**

### **Proposed Solar Farm**

Cllrs received and noted correspondence from ILOS New Energy re proposed solar farm in Pattenden Lane. A brief presentation was given at the start of the meeting.

### **Discretionary Rate Relief Policy Consultation**

Cllrs considered the Rate Relief consultation document and Cllr Tippen proposed that this be sent to the Hall Trustees for completion.

**22/501335/FULL (APP/72235/W/23/3321094) PROW Diversion KM248(part)****Land North of Little Cheveney Farm, Sheephurst Lane, Marden**

Cllrs viewed details of PROW (Diversion) KM248 (part) on land North of Little Cheveney Farm, Sheephurst Lane, Marden. Cllrs noted.

**MPC Correspondence Log**

Cllrs received and noted the office correspondence log for September

Cllrs received the following correspondence:

**Marden Parish Church Magazine**

Noted

**KALC Newsletter**

Noted

**Clerks & Councils Direct**

Noted

**The Clerk**

Noted

**068/24 FINANCE****(A) Bank Statements:**Revenue Accounts

Nat West: £18,791.38

Unity: £95,171.24

Capital Accounts

Santander: £72,582.55

**(B) Payments for Approval**Electronic Payments

The following invoices were submitted for payment:

SLCC – Clerk’s Membership - £348.00

Kent County Playing Fields Association – Annual Subscription - £20.00

Cloudy IT – monthly IT support - £225.60

Castle Water – monthly toilet water supply - £8.44

Stanleys Garage – mower/vehicle fuel - £75.01

KALC – Finance Conference x 2 - £168.00

P&F Cleaning – monthly toilet cleaning - £725.00

Castle Water – monthly toilet water supply - £8.64

Viking – Toilet supplies - £100.51

KALC – Standards Conference x 1 - £84.00

Employees/HMRC – October Salaries/PAYE/NIC - £8,780.07

Kinch Tree Surgeons – Urgent tree work at Rookery Path - £600.00

Total: £11,143.27

Cllrs agreed payments and Cllrs Adam and Turner would authorise on Unity.

**051/24 HIGHWAYS AND PUBLIC TRANSPORT****Highways**

Cllrs noted the Road Safety Newsletter which had been circulated prior to the meeting.

**Public Transport**

There were no issues to report. The Clerk would be asked if a response had been received from South Eastern regarding the meeting in January.

There being no further business the meeting was closed at 20.45.

Cllr Kate Tippen, Chairman

Date: 12<sup>th</sup> November 2024.

Marden Parish Council, Parish Office, Goudhurst Road, Marden

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## **Clerk's Report – Full Council 12<sup>th</sup> November 2024**

*Apologies as won't be able to be at the meeting.*

### Meetings

Meetings to be arranged for:

Emergency Planning

Assets of Community Value (3<sup>rd</sup> August meeting cancelled)

### Correspondence Log

This has been updated with October's correspondence and is on the website.

### Full Council Action Log

Action Log updated following October meeting – to be circulated to Cllrs prior to November FC meeting.

### Public Conveniences Solar Panels

Application has been made for grant funding of £1,000 to County Cllr Parfitt to help fund project.

### Interim Internal Audit

Remote internal audit due to take place in the next couple of weeks.

### South Eastern Meeting

Continue to chase South Eastern for update from January 2024 meeting.

### Fingerposts

Cllr Turner liaising with contractor regarding ground work to remove remainder of post from site.

## **MBC Members Report from Cllr Claudine Russell**

**Dated: November 2024**

### **MBC General – Overview and Scrutiny Committee**

We have sent out the survey to both parished and non-parished areas to collate views on CIL and S106, find out where you find it works/where it doesn't and what infrastructure you have helped to provide for your community with the Neighbourhood CIL. It would be so great to get responses and the deadline for these is 17<sup>th</sup> November.

### **The Administration's Programme**

We still await the new Strategic Plan and the budget and the SPDs for the larger allocations in the Local Plan. The G&T DPD consultation is now open until the 12<sup>th</sup> December. In cabinet last week the administration decided to move the garden waste renewal to the same date in July each year and to introduce a "bin permit" system at a cost of £40,000 to monitor that people had renewed for the year. Our group don't mind the annual renewal but don't see the need for the permit system and the associated extra cost.

### **Ward Work**

I attended the KCC Warden and Golding Homes Open event for Cleavesland residents at Laddingford. I have been assisting with the tracking of the food collection and getting answers to why it hasn't been happening in Collier Street. The answers weren't fantastic but Suez apparently are awaiting a new vehicle and in the meantime they will be going round twice for collection, I don't believe this is actually occurring but would welcome residents sending me any CCTV evidence that they have of this.

I organised a meeting of residents and police in Nettlestead which was well attended. General ward work around planning continues at pace and I attended Planning Committee and spoke against the retrospective application at Copper Lane in Marden and the retrospective application to alter The George in Yalding. I have also called in the HMO application at The George and made recommendations that both applications (the deferred and the HMO) are considered in the same meeting. Finally, I have called The White Hart annexe application into committee.

As always, if you need my help, please do not hesitate to email me at [claudinerussell@maidstone.gov.uk](mailto:claudinerussell@maidstone.gov.uk)

## Green Party Councillors' Report of **October 2024**, for Marden & Yalding Ward Parishes –

After a busy September at the Borough Council, there has been a bit of a 'pause' in activity, with no Council meeting and the Cabinet meeting taking place on 30<sup>th</sup> October. Having published the new Council's forward Strategic Plan in outline form last month, we are awaiting the results of the Residents' Survey before finalising details for further confirmation. At Cabinet, proposals about a new system for Garden Waste subscriptions from next year were passed, along with the six-monthly update to the Council's Biodiversity & Climate Change Action Plan (which I lead on), and a motion on Palestine/Gaza. There were no Questions from local residents and only one other Councillor query.

There has been a lot of work on Planning and related forward-looking matters going on behind the scenes, with Stakeholder Governance Groups for the two 'garden communities' proposed at Lidsing and Lenham Heath being formulated and a DPD (Development Plan Document) for Gypsy & Travellers being put out for consultation on 31<sup>st</sup> October, with a mid-December return date.

My main focus, after I had a 10-day holiday mid-month, has been on the third annual Eco-Hub in town, in the Mall (lower level, next to ex-Wilco), which was opened last weekend and runs until 9<sup>th</sup> November. Already, it has proven a great success with lots of families turning up this week and stands being manned by South East Water, local businesses and Bearsted Climate Action Network, alongside volunteers from the Parishes Environment Network and MBC waste/biodiversity staff.

In November, there are less town events going on after Halloween but, in the run-up to December, there are the Xmas Lights switch-on (21<sup>st</sup>), an 80's disco at the Museum (23<sup>rd</sup>) and 'Art in the (Mote) Park' on 30<sup>th</sup>. There are Christmas events at the Museum coming up, see [www.OneMaidstone.com](http://www.OneMaidstone.com).

A couple of local Primary schools have requested some 'No Idling' posters/banners that the Borough had apparently got in stock, but not publicised widely. If other Ward schools want them, please ask.

## Parish Matters –

**Yalding.** Grace attended a meeting with Golding Homes residents in Laddingford on 30<sup>th</sup>, alongside the Community Warden and our local beat Police officer, Chad. Mike attended the coffee morning at the Chequers on 22<sup>nd</sup>, meeting around 25 local residents and heard some reminiscences/stories.

**Nettlestead** – Further liaison with residents over issues in Nettlestead Green; meetings to come.

**Collier Street & Hunton** – Little to report this month, although I enjoyed the 'Green Hop' weekend at Hunton Club, along with Sausage week at the Chequers, and Marden Club's annual beer festival...

**Marden** – Attended two Parish meetings and assisted the residents' "plastic free Marden" initiative.

Mike Summersgill – 1<sup>st</sup> November 2024

Emails: [michaelsummersgill@maidstone.gov.uk](mailto:michaelsummersgill@maidstone.gov.uk), [gracecouch@maidstone.gov.uk](mailto:gracecouch@maidstone.gov.uk)



# Hedgerow Policy

Adopted by Marden Parish Council on 12<sup>th</sup> November 2024  
Reviewed/Amended on:  
Review Date: March 2025

Office Opening Times:  
Mondays, Tuesdays & Fridays 10am - 12 noon  
[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)  
Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)  
Parish Council Amenities – Hedgerow Policy





# AMENITIES

## HEDGEROW POLICY

### **General Statement**

Hedgerows have indicated land boundaries and contained livestock since the Bronze Age and have a positive effect for both wildlife and the amenity of residents, as well as playing a vital role in carbon reduction and biodiversity.

Hedgerows are an important feature in the Parish of Marden and enhance the visual character of the Parish. Some of the hedgerows are over 150 years old and they may have marked important historical boundaries, and their loss is to be discouraged. The Environment Act 1995 introduced an enabling power to protect important hedgerows and land managers are required to consult local authorities before hedgerows can be removed.

The UK Government (prior to the election) was on course to reinstate the prevention of agricultural hedge cutting during nesting season from 1<sup>st</sup> March to 31<sup>st</sup> August and guarantee a 2-metre buffer strip surrounding hedgerows free of cultivation and pesticides.

Hedgerows create a diverse habitat and wildlife-rich environment which has been shown to provide health and economic benefits. They are an important component in the Parish of Marden and play a crucial role in providing food, shelter and linear routes for many of our wildlife species including woodland birds, mammals and butterflies. They not only provide important breeding habitat to a range of generalist species and specialist farmland birds but enable wildlife to move through the countryside, protect soils from wind erosion, and provide shelter for people and livestock and habitats for pollinators. Bats navigate and feed along hedgerows and more than 30 species of birds' nest in them. Mammals use the areas for shelter, whilst ditches alongside hedgerows are home to a diverse range of invertebrates.

Hedgerows growing on land which forms part of the adopted Highway are the responsibility of the Highways Authority, Kent County Council ([www.kent.gov.uk](http://www.kent.gov.uk)).

### **Hedge Management – General**

This policy applies to all hedgerows under Marden Parish Council ownership/management, regardless of their location and aim to preserve and enhance its hedgerows for future generations to enjoy. Marden Parish Council will seek to further improve our hedgerow network to protect wildlife and help tackle climate change.

The Council is responsible for hedgerows on land that it owns on its areas of open space at Marden Playing Field (including Napoleon Drive and The Chestnuts area), Rookery Path, Southons Field and Marden Cemetery.

### **Hedgerow Plan**

- Hedge cutting work only undertaken out of bird nesting season unless urgent work is required.
- Ensure consistency with regard to requests to prune and maintain hedgerows.
- Any cuttings to be placed around the boundary of the open space for wildlife.
- Ensure that the Council maintains a safe hedgerow stock with indigenous hedging stock pertaining to the Low Weald.

- The Parish Council to formulate a plan/strategy for hedges to increase the number of hedging stock not only on Parish Council owned land but in the wider Parish e.g. increase stock on the edge of the Parsonage/Windsor Meadows.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

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Parish Council Amenities – Hedgerow Policy



# Pay Policy

Adopted by Marden Parish Council on: 17<sup>th</sup> January 2017

Reviewed: 20<sup>th</sup> November 2018 / June 2019 / 6<sup>th</sup> April 2021 / 8<sup>th</sup> March 2022 / October 2024

Review Date: March 2025

# HUMAN RESOURCES SUB-COMMITTEE

## PAY POLICY

### **Marden Parish Council Employed Staff**

All staff (both office and grounds staff) are appointed to a grade within the range for the position set out in the National Association of Local Councils (NALC) 2004 National Agreement on Pay and Conditions of Service.

National Joint Council (NJC) salaries are reviewed annually and the Parish Council will award any increase agreed at the national negotiations. These awards normally take effect from 1<sup>st</sup> April.

A member of the HR Sub-Committee reviews individual performance of staff at least annually and reports back to the Committee. The HR Sub-Committee will determine if an inflationary only increase (based on the Consumer Price Index (CPI)) should apply or whether an incremental increase should apply.

Criteria for an incremental increase:

- Progression towards a professional qualification relevant to the role
- Extent to which the jobholder has performed the role. Has the jobholder met expectations or exceeded expectations?
- How has the jobholder dealt with difficult situations during the year, how many have there been and how have they handled them?
- Has the jobholder improved processes or services delivered by MPC? Has this resulted in cost containment?
- Has the jobholder been instrumental in MPC receiving any awards or accreditations during the year?
- Has the Council, or any individual Councillor received any feedback about the employee?

Additionally, in the case of exceptional performance the HR Committee can recommend to the Council that a non-consolidated annual bonus of not more than £1000 can be made. (This would be subject to normal PAYE/NIC deductions).

### **Play Scheme Staff**

Play Scheme staff are employed for two weeks each year for the Summer Play Scheme and will have an hourly rate in line with the National Living Wage set by the UK Government.

### **Office Opening Times**

Mondays, Tuesdays & Fridays 10am - 12 noon

[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Marden Parish Council HR Pay Policy – October 2024

**Standards Conference – 10<sup>th</sup> October 2024**  
**Attended by Rachel Weeks – Deputy Clerk**

*Email with attachments circulated to Cllrs 11/10/24*

I attended the KALC Standards Conference yesterday which was very interesting.

The Chair of NALC continues to ask Councils to sign up to the Civility & Respect Pledge and there have been 1200 Councils that have signed so far. These figures will be taken to Government to bring back the Standards Regime.

Personal safety in Public Meetings was raised and we were informed that the Police can be invited to a Council Meeting (it is Police duty), if it is felt there is a risk of intimidation from fellow Councillors or Members of the Public.

Parish Councillors are not volunteers but are publicly elected officials. There are laws to prevent volunteers from behaving badly.

MPs should be invited to share Parish Council's good news stories not just for things not working or bad news that needs change.

The Monitoring Officers recommended that Employment Law is used as the current legalities do not work for Parish Councils dealing with bullying or bad behaviour between Councillors and Clerks.

There is a Mediation Service now being offered through KALC. This is in its early days but they are offering this free of charge unless an external mediator is needed.

These were some of the notes I took. The slides on Dealing with Vexatious Customers, everyone can use in their work and personal life!

## 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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