

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

Received by Cllr Rabot in office 7/7/26

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
07/07/2026	Telephone	Cllr Rabot	Resident asking about trees being cut at rear of Scout HQ	General	Reported to KCC (may be MBC but Ali to contact Scouts on return)
07/07/2026	Telephone	Cllr Rabot	Resident requesting hedging at Napoleon Drive to be cut	General	Passed to Ali on return (will speak to caretakers)

Following came in between 30/6/26 and 8/7/26 whilst I was on leave

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
09/07/2026	Email	Ali	Resident reporting highway sign	Highways	On return asked if still insitu
09/07/2026	Email	Ali	KALC confirming receipt of job application for their website/newsletter	HR	Noted
09/07/2026	Email	Ali	CV received for DC application	HR	Noted - requested application form to be completed
09/07/2026	Email	Ali	Confirmation of bank details for invoice payment	Finance	Noted
09/07/2026	Email	Ali	MCV - Police Drop-In Session on 10/7/26	General	Posted on social media
09/07/2026	Email	Ali	Request for burial at Malden Cemetery	Cemetery	Requested details of deceased
09/07/2026	Email	Ali	MCV - Fraud Alerts	General	Placed on website and Facebook
09/07/2026	Email	Ali	Request for DC application pack	HR	Sent 9/7/26
09/07/2026	Email	Ali	Church Magazine for insert for August edition	General	Passed info regarding Rachel leaving - nothing else to advertise at moment
09/07/2026	Email	Ali	Resident reporting overgrown trees at Meades Close / fallen tree on footbridge	General	Report to MBC / KCC
09/07/2026	Email	Ali	Invoice for S/F container included padlock (not left at time of delivery)	General	Responded to ask if padlock could be provided / invoice amended
09/07/2026	Email	Ali	Primary School requesting use of hall footpath whilst works are undertaken on new extension	Memorial Hall	Passed to trustees
09/07/2026	Email	Ali	Play Scheme parents regarding payment	Play Scheme	Passed to Lisa
09/07/2026	Email	Ali	MBC - request for MNP update	Planning	Updated and returned
09/07/2026	Email	Ali	Stonemason - request for memorial form	Cemetery	Responded with form and rules and regulations

09/07/2026	Email	Ali	Agency offering interim cover for DC role	General	Responded - able to cover with existing staff/cllrs
09/07/2026	Email	Ali	Resident asking for advise for tree work in a Conservation Area	Planning	Responded - contact MBC for advice/ gave link to MBC website
09/07/2026	Email	Ali	Request for DC application pack	HR	Sent via email 9/7/26

Received on my return 9/7/26

09/07/2026	Telephone	Ali	Play Scheme parent wishing to cancel places	Play Scheme	Passed details to Lisa
09/07/2026	Telephone	Ali	Play Scheme parent to discuss payments	Play Scheme	Passed to Lisa
09/07/2026	Telephone	Ali	Play Scheme parent regarding completed form	Play Scheme	Passed to Lisa
09/07/2026	Email	Ali	Confirmation that highway sign still in place	Highways	Report to Kent Highways
09/07/2026	Email	Ali	Resident regarding Plantation Lane closure / West End Tavern painting	General	Noted and responded in regard to WET
09/07/2026	Email	Ali	Other Parish Council asking about football pitch charges	General	MPC not responsible for any pitches
09/07/2026	Face to Face	Ali	Parent to fill in play scheme form	Play Scheme	Completed form passed to Lisa
09/07/2026	Email	Ali	Play Scheme staff forms	Play Scheme	Entered details onto staff database
09/07/2026	Email	Ali	Confirmation of meeting date for Play Scheme deputy manager	Play Scheme	Arranged for 14/7/26
09/07/2026	Email	Ali	Bank details received from parent for refund	Finance	Noted - raise invoice for next week's meeting
10/07/2026	Email	Ali	School asking for permission to divert footway through hall footpaths	Hall	Passed to Trustees
10/07/2026	Email	Ali	MBC Planning confirming details of planning application	Planning	Noted
10/07/2026	Email	Ali	Several emails for play scheme registrations	Play Scheme	Noted - amended lists
10/07/2026	Email	Ali	Application forms for D/C	HR	Noted
10/07/2026	Email	Ali	Resident reporting over grown hedges - Church Green	Highways	Report to Kent Highways
10/07/2026	Face to Face	Ali	Resident reporting over grown hedges at Plain Road	Highways	Reported at Village Café - report to Kent Highways

10/07/2026	Email	Ali	MBC Solicitors - will chase MBC for public conv. Work	Amenities	Noted
10/07/2026	Email	Ali	Cloudy IT confirming D/C password change	Office	Not working - contacted Cloudy IT. Will do remotely on 13/7/26
10/07/2026	Email	Ali	Scouts regarding information / access to building for play scheme	Play Scheme	Noted - key holder given
10/07/2026	Email	Ali	Play Scheme staff regarding set up on Sunday 19th	Play Scheme	Noted
13/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
13/07/2026	Email	Ali	2 emails from Southons Field hirers	Amenities	Provided risk assessments / details of locking up etc
13/07/2026	Telephone	Ali	Cloudy IT to access laptop remotely	Office	Password changed
13/07/2026	Email	Ali	Funeral Directors request for burial	Cemetery	Need to obtain confirmation of previously known address in Marden (confirmed and email sent 17/7/26)
14/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
15/07/2026	Email	Ali	Request for information regarding D/C role	HR	Provided information
15/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
15/07/2026	Face to Face	Ali	Resident enquiring about Assets of Community Value	Planning	Notes
16/07/2026	Telephone	Ali	Resident enquiring about a planning application	Planning	Provided details
16/07/2026	Face to Face	Ali	Next of Kin regarding memorial application	Cemetery	Completed forms and payment made
16/07/2026	Telephone	Ali	Request for information regarding D/C role	HR	Provided information
16/07/2026	Email	Ali	Neighbouring PC enquiring about companies to provide metal doors	General	Provided details of company in Marden that MPC used for toilet doors
16/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant
16/07/2026	Telephone	Ali	Resident reporting water leak in Battle Lane (SEW aware but nothing done)		Sent to Borough and County Cllrs for advice
17/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted / changes made if relevant

17/07/2026	Telephone	Ali	Architect regarding changing rooms refurbishment	Full Council	Would provide an email with information to circulate
17/07/2026	Email	Ali	Auditor to arrange interim audit	Finance	Provided dates can't do in September to December
17/07/2026	Email	Ali	MBC Solicitors - hoping to receive confirmation from MBC shortly	Amenities	Noted
17/07/2026	Email	Ali	Funeral Director regarding fees to be paid	Cemetery	Responded (double as deceased no longer a resident)
20/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted - changes made if relevant
20/07/2026	Email	Ali	Speeding in Battle Lane	Highways	Take to Highways WG meeting
20/07/2026	Face to Face	Ali	Accident in Howland Road - resident struggling to get crime number	Police	Sent details to Beat Officers
20/07/2026	Email	Ali	D/C application forms	HR	Noted
21/07/2026	Email	Ali	Play Scheme emails (several)	Play Scheme	Noted and passed details to P/S Manager
21/07/2026	Email	Ali	Funeral Director requesting dates available for burial	Cemetery	Liaised with Revd Nicky
23/07/2026	Email	Ali	Confirmation of dates available for funeral from Revd Nicky	Cemetery	FD to speak with family
24/07/2026	Email	Ali	CCTV company to arrange service for CCTV equipment	Playing Field	Arranged for 24/7/26 to collect key
24/07/2026	Email	Ali	Resident requesting litter pick equipment	General	Arranged to collect w/c 3rd August
24/07/2026	Email	Ali	MBC - Asset of Comm Value submission	Planning	Confirmation noted

Received by Cllrs/Admin Asst from 27/7 to 28/7

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
27/07/2026	Telephone	Lisa	Resident asking for some MPC owned trees to be cut	Playing Field	Noted - pass to Ali on her return
27/07/2026	Telephone	Lisa	Marden VC giving info on defib pads	General	Noted - pass to Ali on her return
27/08/2026	Face to Face	Cllrs Boswell and Griffiths	Resident asking about purchasing a plot at Marden Cemetery	Cemetery	Advised to call Ali on 4/8/26
28/07/2026	Telephone	Cllr Boswell	Query regarding locking of Southons Field	Southons Field	Gave information of times
28/07/2026	Telephone	Cllr Tippen	Play Scheme query	Play Scheme	Given P/S mobile number to ring

Following came in between 27/7/26 and 31/7/26 whilst I was on leave

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
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26/07/2026	Email	Ali	Resident reporting overgrown hedges and vegetation between Chantry Road and Playing Field	General	To investigate regarding ownership and report.
27/07/2026	Email	Ali	Play Scheme enquiries	Play Scheme	Out of office provided mobile number for P/S
28/07/2026	Email	Ali	Play Scheme enquiries	Play Scheme	Out of office provided mobile number for P/S
28/07/2026	Email	Ali	Office alarm system - company to do maintenance check	Office	Asked to attend w/c 3rd or 10th August
30/07/2026	Email	Ali	Maidstone Museum asking parishes if they have donated a funeral bier to the carriage museum	General	Not Marden
30/07/2026	Email	Ali	Funding newsletter	General	Passed to Cllr Tippen
30/07/2026	Email	Ali	Architect regarding changing rooms refurbishment	Changing Rooms	Add to F/C Agenda 11/8/26
31/07/2026	Email	Ali	Resident regarding traffic being diverted along Copper Lane	Highways	Noted
31/07/2026	Email	Ali	MBC updated electoral roll	Office	Passed to Lisa to update folder