

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
03/08/2026	Email	Ali	P/S manager providing inventory of equipment	Play Scheme	Noted for 2027
03/08/2026	Email	Ali	P/S staff with bank details	Play Scheme	Updated file for salary payments
03/08/2026	Telephone	Ali	Bowls Club asking to book parking for S/F on 9th August	Southons Field	In diary (invoice to be sent)
03/08/2026	Face to Face	Ali	Applicant withdrawing application for D/C role	HR	Noted
03/08/2026	Telephone	Ali	Resident reporting a loose headstone at the cemetery	Cemetery	Contacted caretaker to secure. Visit and take photo to contact next of kin to repair
04/08/2026	Email	Ali	Company asking if we kept details of their work on our system	General	No - any requests from residents are directed to the company in question
04/08/2026	Face to Face	Ali	Resident asking about a new burial plot and whether ashes can be interred	Cemetery	Would provide details of fees and rules/regulations
04/08/2026	Email	Ali	Funeral Director asking for location of plot for burial	Cemetery	Provided screenshot of location and also sent to grave digger
04/08/2026	Email	Ali	P/S staff member querying salary	Play Scheme	Have to put details through HMRC and therefore taxed at Basic Rate as has other job
04/08/2026	Email	Ali	Resident with concerns on traffic in High Street	Highways	Take to Highways S/G meeting on 10/8/26
04/08/2026	Email	Ali	Church magazine for input for September edition	General	Nothing of note to add - provided details of e-newsletter
04/08/2026	Email	Ali	Bowls Club asking to extend parking on 9/8/26	Southons Field	Added to invoice
04/08/2026	Email	Ali	Office alarm maintenance due	Office	Arranged for 7/8/26
05/08/2026	Email	Ali	Kent Highways with details of how to apply for licence regarding Christmas lighting	Christmas	To be completed
05/08/2026	Email	Ali	Planning Officer confirming extension for planning app to 27/8/26	Planning	Noted
06/08/2026	Email	Ali	Company in Pattenden Lane asking about road closure	Highways	Provided Cllr Black email to contact
07/08/2026	Email	Ali	P/S parent asking about private facebook page and collection of son's t-shirt	Play Scheme	Gave link to facebook and arranged for collection
07/08/2026	Telephone	Ali	MBC (ACV) regarding application - owner not correct	Planning	Advised to obtain updated land registry documents and resubmit

07/08/2026	Email	Ali	Land Registry details received for ACV application	Planning	Completed form and resubmitted
07/08/2026	Face to Face	Ali	Office alarm maintenance undertaken	Office	Noted - details on alarm app
07/08/2026	Face to Face	Ali	Resident enquiring about plots next to family members in old section	Cemetery	Already used - not available for interments
07/08/2026	Face to Face	Ali	Resident regarding recent Copper Lane/Albion Road reserved matters application	Planning	Provided details of when meeting will be held
10/08/2026	Telephone	Ali	Resident reporting missed garden waste bin	General	As no internet reported for resident
10/08/2026	Telephone	Ali	CloudyIT to resolve a virus report	Office	Undertaken and back to normal
10/08/2026	WhatsApp	Ali	P/C cleaner to arrange to collect delivery of toilet paper etc	Public Conv.	Caretaker collected on cleaner's behalf
10/08/2026	Email	Ali	Planning Officer extension to 31/8/26 for residents as notice has only just gone up	Planning	Noted
10/08/2026	Email	Ali	Resident reporting screws missing from Nap. Drive see saw	Amenities	Reported to caretaker
10/08/2026	Email	Ali	Applicant withdrawing application for D/C role	HR	Noted
10/08/2026	Email	Ali	Grave digger confirming receipt of location map for burial 19/8/26	Cemetery	Noted
10/08/2026	Email	Ali	Stone masons regarding a memorial installation	Cemetery	Telephoned as no interment has yet taken place - family to be contacted to find out more details
10/08/2026	Email	Ali	Resident regarding interment of ashes cost	Cemetery	Provided details of what fees cover
10/08/2026	Email	Ali	Cloudy IT - requiring info for Impersonation Protection	Office	Provided Cllr Summersgill's MBC email as this could be blocked
11/08/2026	Email	Ali	Beat Officers with next drop in session date	General	Contacted Vestry Hall to confirm - OK
11/08/2026	Email	Ali	Family informed of interment of ashes being on hold	Cemetery	Noted
11/08/2026	Email	Ali	Redrow - querying commuted sum request	Allotments	Provided copy of email confirming Redrow will consider payment (14/1/20)
11/08/2026	Email	Ali	Marden PTA to arrange a meeting regarding M@C	Christmas	Arranged for 17/8/26
11/08/2026	Email	Ali	Choir group asking to come along and perform at M@C	Christmas	Agreed pm in the hall

12/08/2026	Email	Ali	S/F 2 x regular hirers regarding storage	Amenities	Arranged to meet to discuss
12/08/2026	Email	Ali	4Jays confirming delivery of portaloo for 19&20/8	Amenities	Passed to Cllr Rabot for information
12/08/2026	Email	Ali	Resident of S/F asking MPC to cut back hedge	Amenities	Will speak to caretakers
12/08/2026	Email	Ali	Resident of P/F regarding trees	Amenities	Will speak to caretakers
12/08/2026	Email	Ali	MBC Solicitors re licence - chasing MBC for signatures	Amenities	Noted
13/08/2026	Email	Ali	Confirmation for receipt of Byelaws submission	Full Council	Noted
13/08/2026	Email	Ali	MBC Property confirming licence was due to be signed and returned to solicitors	Amenities	Noted
14/08/2026	Telephone	Ali	Hall fire extinguisher checks to arrange appointment	Hall	Passed to Lisa (Hall Administrator)
17/08/2026	Mobile (personal)	Ali	4Jays for delivery of portaloo	Amenities	Contacted Chris to unlock - met on site
17/08/2026	Email	Ali	Storage information for S/F users	Amenities	Noted
17/08/2026	Face to Face	Ali	PTA Chairman to discuss Christmas	Amenities	
17/08/2026	Email	Ali	Enquiry about hall booking	Hall	Passed to Lisa (Hall Administrator)
17/08/2026	Email	Ali	Weald of Kent Young Farmers - advert in newsletter	Newsletter	Gave Cllr Boswell's email
17/08/2026	Email	Ali	Resident asking about next Police Surgeries	Police	Provided dates
18/08/2026	Email	Ali	Applicant withdrawing application for D/C role	HR	
18/08/2026	Email	Ali	MBC Solicitors confirming receipt of signed licence	Amenities	Noted
18/08/2026	Email	Ali	Play Scheme feedback forms - several received	Amenities	Noted
20/08/2026	Email	Ali	Confirmation from MBC solicitors that work can commence	Amenities	Noted - passed to Cllr Griffiths
20/08/2026	Email	Ali	Confirmation from vicar that funeral went ahead	Cemetery	Noted - form returned to Registrar
20/08/2026	Email	Ali	Play Scheme feedback form received	Amenities	Noted
21/08/2026	Email	Ali	MBC Tree Officer confirming TPO at Copper Lane has lapsed	Planning	Noted
24/08/2026	Email	Ali	Resident enquiring about allotments	Amenities	Still in talks with Redrow
24/08/2026	Telephone	Ali	Resident regarding Copper Lane planning application	Planning	Noted

24/08/2026	Email	Ali	Resident sending in comments on Copper Lane application	Planning	Noted
24/08/2026	Email	Ali	cc'd in to email to Borough Cllrs regarding planning process	Planning	Noted
24/08/2026	Email	Ali	Neighbouring PC regarding toilet refurbishment	General	Replied
24/08/2026	Email	Ali	Confirmation received of signed licence from MBC solicitors	Amenities	Noted
25/06/2026	Telephone	Ali	Resident reporting squeaky swing at playing field	Amenities	Report to caretaker
26/08/2026	Email	Ali	Request to hire hall	Hall	Passed to Lisa (Hall Administrator)
26/08/2026	Email	Ali	Funeral Directors to arrange a burial	Cemetery	Phone back tomorrow
27/08/2026	Email	Ali	Marden Bowls Club - work being undertaken on green 17/9/26	General	Noted
27/08/2026	Email	Ali	Gala Lights with insurance and certificate for xmas lights	Christmas	Passed to Kent Highways
27/08/2026	Telephone	Ali	Neighbouring PC regarding planning / other PC issues	General	Noted
27/08/2026	Email	Ali	Xmas lights contractor with info on dimensions	Christmas	Passed to Kent Highways
28/08/2026	Telephone	Cllr Dobinson	Utilities provider	General	Will ring back next week
28/08/2026	Face to Face	Cllr Dobinson	Resident asking about scarecrow map	General	Will call back
28/08/2026	Telephone	Cllr Dobinson	Southons Field hirer for 2027	Amenities	Will contact Ali via email

Received on 28/8/26 - responded on my return from leave (1/9/26)

28/08/2026	Email	Ali	Funeral Director with information for burial on 15/9/26	Cemetery	Responded with further questions
28/08/2026	Email	Ali	Southons Field hirer for 2027	Amenities	Responded with available dates
28/08/2026	Email	Ali	History Group with poster for social media	General	Will add w/c 31/8/26