

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*No names/contact details should be added here*

MARCH

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
02/03/2026	Telephone	Ali	Funeral Directors confirming date of burial	Cemetery	Noted and put in diary
02/03/2026	Telephone	Ali	Church Office asking for CIO forms	Office	Sent via email
02/03/2026	Email	Ali	IA - info on IT policy	Office	Passed to Cllr Griffiths
02/03/2026	Face to Face	Ali	Groundsman - RTW interview	HR	Information put in personnel file
02/03/2026	Face to Face	Ali	Borough Cllr Russell	Office	Catch up meeting
02/03/2026	Telephone	Ali	Staplehurst PC re play scheme fees	Amenities	Update on fees being charged
02/03/2026	Email	Ali	Architect asking for update from last email	Amenities	Passed to Cllr Griffiths to respond
02/03/2026	Email	Ali	Vestry Hall regarding key collection for Saturday's hire	General	Noted
03/03/2026	Email	Ali	Katie Lam's PA - have we had a response from MP's office regarding SW	General	Responded - no and any help would be appreciated.
04/03/2026	Email	Ali	Request from resident regarding planning information of Cherry Orchard estate	General	Will diarised to look at paperwork next week
04/03/2026	Email	Ali	Paperwork for burial	Cemetery	Filed
05/03/2026	Email	Ali	Request from UK Power Networks regarding ownership of Plantation Lane	General	Sent details via email last month
06/03/2026	Email	Rachel	Tree Warden reply regarding situation of Tree Report	Amenities	Will contact office again in September with update
10/03/2026	Email	Ali	Request received for interment of ashes in existing plot	Cemetery	Passed to Rachel to respond
10/03/2026	Email	Ali	Confirmation of grave digger for burial on 25/3/26	Cemetery	Noted
10/03/2026	Email	Ali	Internal Auditor confirming date and time	Finance	27/5/26 - remote audit
10/03/2026	Email	Ali	Katie Lam March newsletter	General	Added to website
10/03/2026	Email	Ali	Kent Highways asking MPC to notify residents of Chantry Road Closure 31/3/26	Highways	Requested more information as to whether residents have received a letter drop as MPC can only notify via Facebook and weekly e-newsletter.
10/03/2026	Email	Ali	Request from local girls football team to use MPC's open space for training	Amenities	Passed to Rachel to circulate

10/03/2025	Email	Ali	Resident with concerns of speeding on Howland Road	Highways	Responded - raise with Highways WG/add to HIP
10/03/2026	Telephone	Ali	Staplehurst PC re planning /finance issues	General	Responded
10/03/2026	Email	Ali	Resident regarding volunteering (Speed Watch / Resilience Planning / Other	General	Passed to relevant Cllr to make contact
10/03/2026	Email	Rachel	Resident giving an update on the memorial bench on Playing Field	Amenities	Will confirm once a decision has been made
10/03/2026	Email	Ali	Public Conv. Solicitors regarding licence (signing)	Office	Provided signatores and requesting hard copy to sign
11/03/2026	Email	Ali	KCC regarding photocopier rental	Office	end of 3-year contract do we will the continue for a further 2 years? Place on April's agenda
12/03/2026	Email	Ali	Nat West - confirmation of online application	Finance	Noted
13/03/2026	Email	Ali	Resident volunteering for litter pick	Amenities	Wishes to pick up equipment on 27th March - noted
16/03/2026	Email	Ali	Kent Highways confirming report on overhanging hedge at Plain Road	Highways	Ref No. 953402
16/03/2026	Email	Ali	KCC - agenda for Road Safety seminar (21/4/26)	Highways	Passed copy to Cllr Tippen
16/03/2026	Email	Ali	Resident reporting damage to road sign and verge markers	Highways	Reported to Kent Highways Ref: 953732 for road sign Ref: 953733 for verge markers
16/03/2026	Email	Ali	Resident regarding litter / flytipping in Stilebridge Lane	Amenities	Responded to say that MBC were aware of the situation in this area
16/03/2026	Email	Rachel	Confirmation of information received from Staplehurst Football Club regarding toilets and parking	Amenities	Noted
16/03/2026	Email	Ali	MBC - ACV resubmission is the same as a normal application	Planning	Noted
17/03/2026	Email	Ali	History Group - scanned press cuttings.	Office	Arranged to meet Eunice to provide usb/paper copies at Library.
18/03/2026	Email	Ali	Cloudy IT - confirmation of new 3-year contract	Office	Noted
18/03/2026	Email	Ali	cc'd into email from resident regarding speedwatch request with Police	Police	Noted
19/03/2026	Email	Ali	MBC re litter picking equipment collection	Amenities	Arranged to collect on Thursday

19/03/2026	Email	Ali	Resident - reporting anti-social/pavement parking	Police	Sent to Police/PCSO
19/03/2026	Email	Ali	Resident regarding DYL/SYL in Albion Road	Highways	Added to HIP - waiting to update with Kent Highways
22/03/2026	Email	Rachel	Invoice received from contractor who carried work on container entrance	Amenities	Printed and added to Amenities invoices
23/03/2026	Email	Ali	MPC Insurers confirming end of 3-year contract	Office	Start obtaining quotes
23/03/2026	Face to Face	Rachel/Ali	Resident asking about homelessness and requesting a meeting with Church	General	Advised to speak to Church who would then contact us/Borough Cllrs
23/03/2026	Email	Ali	MBC confirming litter picking equipment collection	Amenities	Confirmed for 10am collection
23/03/2026	Email	Ali	Confirmation of Rialtas webinar on Tues 24/3/26	Finance	Noted - Ali attending
23/03/2026	Email	Ali	Insurers with updated Community Event information	Amenities	Filed in Events folder
23/03/2026	Email	Ali	Insurers providing form for completion regarding renewal quote	Office	Printed and to be completed
23/03/2026	Email	Rachel	S/F booking form received from Staplehurst Football Club for hire	Amenities	Printed and passed to the Clerk
23/03/2026	Telephone	Ali	Resident reporting notice board door open at playing field	Amenities	Rachel visiting on way home
23/03/2026	Telephone	Ali	Enquiry for information regarding area of residency	General	Wrong number
24/03/2026	Email	Ali	Cub group requesting use of Southons Field 25/3/26	Amenities	Noted and informed IJ regarding locking
24/03/2026	Email	Ali	CCTV company regarding quote for viewing CCTV in office	General	Will need to assess when moving system. Will email Qtech once a date for refurbishment has been set.
24/03/2026	Face to Face	Ali	Resident reporting parking on grassed area	General	Asked to send details via email - will then report to MBC/Golding Homes
24/03/2026	Telephone	Ali	Next of Kin regarding grave number for memorial	Cemetery	Provided details - awaiting application form stone mason
24/03/2026	Telephone	Ali	Resident reporting road sign being installed on own land	General	Asked for photos - will report to MBC
24/03/2026	Email	Rachel	KCC contact regarding work on lamppost and keeping existing commando socket	General	Confirmed that existing commando socket will be added to new lamp post

24/03/2026	Email	Ali	Email with photos of road sign (above)	General	Passed to MBC
24/03/2026	Email	Ali	MBC with update on road sign	General	Confirmed installed in wrong location - getting rectified.
25/03/2026	Email	Rachel	Public Liability received from Staplehurst Football Club for S/F hire	Amenities	Passed to the Clerk
26/03/2026	Email	Ali	Resident asking about hospital transport	General	Provide the Key Contacts List
26/03/2026	Email	Ali	Resident asking about ownership of land	General	Area in question is owned by MBC - gave B.Cllr emails addresses to contact in the first instance
26/03/2026	Email	Ali	Borough Cllr Couch providing updated mobile number	General	Updated website and newsletter contact list
26/03/2026	Telephone	Ali	Resident reporting flytipping (shopping trolley)	General	Reported to MBC. Ref: DIG818305191
26/03/2026	Telephone	Ali	Request for hall booking	Hall	Passed to Lisa
26/03/2026	Face to Face	Lisa	Fire Alarm company to check system	Hall	
26/03/2026	Email	Ali	Play Scheme - volunteering	Play Scheme	Arrange to meet with manager to discuss this Summer's play scheme and staffing
27/03/2026	Email	Rachel	Various emails from residents regarding volunteering for litter pick	Amenities	Confirmation of reading information and confirming those taking part
27/03/2026	Face to Face	Ali	2 x residents to collect litter picking equipment	Amenities	Signed form to say read risk assessment
30/03/2026	Email	Ali	Scouts regarding play scheme	Play Scheme	Would liaise with the P/S manager and respond
30/03/2026	Email	Ali	Resident with photo of litter pick pile at car park	Amenities	Saved
30/03/2026	Email	Ali	Resident reporting some litter pick bags in Maidstone Road	Amenities	Rachel to drive round later and collect
30/03/2026	Email	Ali	Stonemason confirming sizes of memorials	Cemetery	Sent details
31/03/2026	Telephone	Ali	Photocopying company asking for contract details	Office	Still in current contract
31/03/2026	Telephone	Ali	Yalding PC Chairman querying some consultation information raised at last night's KALC meeting	General	Passed details that I was aware of
31/03/2026	Email	Ali	Powerpoint slides from Mazars webinar (SLCC)	Office	Noted
31/03/2026	Email	Rachel	Powerpoint slides from Kent SLCC from AGM and Mini Conference	Office	Noted
31/03/2026	Email	Ali	SLCC re LRG/Asset Transfer	General	Passed to ATWG

31/03/2026	Email	Ali	Staplehurst PC with dates for Res. Planning Cluster meeting	Resilience Planning	Passed to RPWG
31/03/2026	Email	Ali	Weald of Kent Lions asking about Annual Parish Meeting	APM	Gave details of new APM structure - would include a report in handout if they wish
31/03/2026	Face to Face	Rachel/Ali	UK Driving Licence handed into Parish Office	General	Advertised on social media and awaiting collection
31/03/2026	Email	Rachel	Enquiry from family member regarding scattering of ashes on existing grave	Cemetery	Sent invoice for payment
31/03/2026	Email	Rachel	Reply from family member	Cemetery	Confirmation of payment of invoice