

**Full Council Meetings Action Log**  
**2023/2024**  
**Completed actions**

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A1	126/24	13th February 2024	Cllrs to review Council policies prior to March meeting	All Cllrs	COMPLETED	12/03/2024
A2	127/24		Contact BTP regarding recent vandalism / update from CCTV	Clerk	contacted via online chat	
A3	127/24		Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24) MS liaising with other SW contacts (Aug 2024)	(see A117 and A124)
A4	127/24		Review library status	Cllrs Adam and Boswell and <del>Robertson</del>	To meet to discuss	ON HOLD - to be discussed with Parish Assets held by KCC/MBC
A5	127/24		Cllr Rabot to be MPC's representative on the Maidstone IAG	Clerk & Cllr Rabot	Clerk to contact Maidstone IAG with Cllr Rabot's details COMPLETED	14/02/2024
A6	127/24		Local Council Award Scheme: review Value for Money statement	Cllr Tippen & Clerk	Clerk to also ascertain what else is required for submission. Cllrs resolved that all documentation was in place to submit COMPLETED	12/04/2024
A7	127/24		Open Morning/Consultation 9/3/24	All Cllrs, Clerk & Deputy Clerk	Gather papers etc together for C/Rooms, Elections and ISP COMPLETED	09/03/2024
A8	127/24		Parish Winter Support Grant	Clerk	Form to be completed for Foodbank donation COMPLETED	16/02/2024
A9	128/24		Planning application: 24/500346/MOD106	Clerk	To respond before closing date of Cllrs comments COMPLETED	14/02/2024

A10	128/24		Planning application: 20/505751/EIFUL	Cllr Turner	To draft statement and attend MBC Planning Committee 15/2/24 COMPLETED	Statement drafted 14/2/24 deferred from MBC Planning Committee meeting
A11	129/24		Marden Conservation Area consultation	Clerk	Respond prior to closing date COMPLETED	14/02/2024
A12	129/24		Marden Conservation Area consultation	Clerk	Contact MBC regarding differing closing dates COMPLETED	14/02/2024
A13	130/24		CCLA	Clerk	arrange to open new account - on 11/6/24 agenda COMPLETED	9/7/24 see item A56
A14	130/24		Four Year Financial Business Plan	Clerk	Update Plan from Finance Committee recommendation COMPLETED	Agreed March 2024
A15	138/24		Raise police concerns (cc Inspector)	Clerk	Emailed / raised via Ward Cluster meetings COMPLETED	completed
A16	138/24		Local Council Award Scheme: draft application	Clerk	Finalise application following APM - submit to April FC COMPLETED	Resolved to accept document: 12th April 2024
A17	138/24		ACV meeting to be arranged	Clerk/Cllrs	Meeting arranged for 3/8/24 at 10am COMPLETED	Meeting 3/8/24
A19	141/24	12th March 2024	Review Cloudy IT annual support	Clerk/Finance	Review at budget meetings	
A20	142/24		Arrange meeting with representatives regarding parking/traffic in Goudhurst Road	Cllrs	COMPLETED	Meeting held 15th April 2024 at 3.15pm
A21	142/24		Respond to Kent Highways regarding HIP	Clerk	Teams Meeting arranged 10/6/24 COMPLETED	Meeting 10/6/24
A22	142/24		Request copy of timetable from SE	Clerk	COMPLETED	Received 7/5/24
A23	149/24		Submit LCAS application to NALC	Clerk	COMPLETED	Submitted 15/4/24
A24	149/24		Update Terms of Reference	Clerk	COMPLETED	Updated 15/4/24
A25	150/24	9th April 2024	Review format of APM	Clerk/Cllrs	Review in January 2025	Raised at April 2025 FC meeting
A26	153/24		Contact Borough/County Cllrs re parking at Church Green (email from dentist)	Clerk	All three have spoken to dentists with options available. COMPLETED	Completed

A28	153/24		Speedwatch - review list of volunteers	Clerk	Arrange training. Clerk liaising with Cllr Summersgill as co-ordinator COMPLETED	First session undertaken 29/7/24
A29	153/24		South Eastern grants for biodiversity: obtain further information	Clerk/Cllr Boswell	Contacted South Eastern regarding 16/4/24 - response received meeting 20/6/24 with SE rep, Clerk and Cllr Boswell COMPLETED	Meeting 20/6/24

2024/2025

Full Council Meetings Action Log

Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A30	009/24	7th May 2024	Update Committees/Sub-Committees on Structure document and website	Clerk	COMPLETED	09/05/2024
A31	010/24		Update Sub-Groups/Outside bodies on Structure document and website	Clerk	COMPLETED	09/05/2024
A32	013/24		Arrange meeting with Noah Ovenden (Redrow) to discuss allotments	Clerk	Emailed 9/5/24 - meeting held 6/6/24 - report to 9/6/24 meeting COMPLETED	Meeting 6/6/24
A33	014/24		Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning	Clerk	Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged ( <i>see also A128</i> )	COMPLETED
A34	014/24		Arrange Sub-Group meetings for Cemetery and Communications	Deputy Clerk	Comms meeting held 4/6/24 / and Cemetery 24/5/24 COMPLETED	4/6/24 and 24/5/24
A35	016/24		Submit AGAR to External Auditors	Clerk	Emailed 23/5/24 COMPLETED	23/05/2024
A36	016/24		Advertise AGAR on website and notice boards	Clerk/Admin Asst.	Website: 23/5/24 Noticeboards: 30/5/24 COMPLETED	30/05/2024
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	Training sessions being run by MBC
A38	024/24		Finalise Planning Statement/Statement of Community Involvement for changing rooms application	Ali/Cllr Besant	Amend timings COMPLETED	11/07/2024
A39	024/24		Finalise plans and other documents for changing rooms submission to MBC	Ali	Liaise with architect - COMPLETED	see A67
A40	025/24		Contact South Eastern representative regarding funding etc for graffiti boards and flower beds	Ali/Cllr Boswell	Cancelled - closing date has passed	

A41	026/24		Contact Voltalia regarding solar panel / energy efficiency	Ali	Public Conveniences / Changing Rooms COMPLETED	Email sent 10/7/24
A42	026/24		Correspondence log	Ali (Rachel/Lisa)	update office staff and submit to Full Council monthly COMPLETED	
A43	027/24		Submit CCLA application	Ali	Need to get bank statements verified by solicitor/notary COMPLETED	see item A56
A43	027/24		Submit Unity application	Ali	COMPLETED	confirmation received 13/8/24
A44	027/24		Amend Nat West mandate on line	Ali	COMPLETED	completed
A45	027/24		Arrange payment of grants	Ali	KSSAA and Baby Umbrella charities COMPLETED	Grant paid 11/7/24
A46	028/24		Chase Kent Highways for HIP update	Ali	COMPLETED	Received 18/7/24
A47	029/24		Review speedwatch equipment	Cllr Summersgill	COMPLETED	26/07/2024
A48	034/34	13th August 2024	Provide new Cllr (Cllr Dobinson) with relevant co-option forms	Ali	Meeting arranged 19/8/24 COMPLETED	19/08/2024
A49	036/24		Liaise with Police regarding open morning	Ali/Police	Arranged for 4/10/24 COMPLETED	04/10/2024
A50	036/24		upload Metal Detecting Policy onto website and contact resident with details	Ali/Rachel	Metal Detecting Policy uploaded 14/8/24 COMPLETED	14/08/2024
A51	036/24		Liaise with Cllrs Adam/Newton regarding next steps for submitting Byelaws	Ali/Cllrs Adam and Newton	Public consultation required before writing a statement and sending to Secretary of State COMPLETED	Discussed at 10/9/24 meeting
A52	036/24		Upload agreed Financial Regulations to the website	Ali	COMPLETED	14/08/2024
A53	037/24		Cllr Dobinson to undertake speedwatch training	Cllr Dobinson	To let Cllr Summersgill know when completed	PD resigned January 2025
A54	037/24		Booking Cllr Turner onto KALC training (Neighbourhood Planning & Advanced Planning)	Ali	COMPLETED	14/08/2024
A54	037/24		Booking Cllr Newton onto KALC training (Rights of Way) along with Cllr Boswell	Ali	COMPLETED	14/08/2024

A55	038/24		Local Transport Plan consultation	Ali	Defer to September meeting Cllr Adam completing on MPC's behalf COMPLETED	Closing date 8/10/24
A56	039/24		Clerk to obtain authorisation on CCLA application	Ali	Appointment with solicitor 15/8/24 - submit application following authorisation COMPLETED	01/09/2024
A57	040/24		Contact resident regarding speeding vehicles	Ali	Provide details of County Cllr and add to HIP COMPLETED	14/08/2024
A58	047/24	10th September 2024	Put UMIDB email onto Planning Agenda	Ali	Added to 17/9/24 agenda COMPLETED	12/09/2024
A59	047/24		Discuss consultation for Byelaws when discussing dates for MNP	Ali	To be discussed at 17/9/24 planning meeting - deferred to 15/10/24 meeting COMPLETED	Consultation arranged for 22/3/25
A60	047/24		Invite Maidstone Mayor and CE of KALC to present Quality Gold certificate	Ali	Invite to November meeting COMPLETED	Attending 12/10/24
A61	047/24		Obtain two quotes from solicitors re land transfer	Ali	Obtained further quotes - on 10/12/24 agenda COMPLETED	03/12/2024
A62	047/24		Discuss next steps/Regulation 14 for MNP	Ali	Added to 17/9/24 agenda - deferred to 15/10/24 meeting COMPLETED	Consultation 22/3/24 - MNP Group to meet to discusse (Planning)
A63	050/24		Details of conclusion of audit to be advertised	Ali	Placed on website and notice boards COMPLETED	03/09/2024
A64	050/24		Accept notice board grant from MBC and purchase notice board once funding received	Ali/Rachel	Accepted grant 12/9/24 - awaiting delivery	Delivered 16/1/25
A65	050/24		Cllr Dobinson to be added to Unity and Nat West mandates	Ali	Forms to be complete and signed	PD resigned January 2025
A66	051/24		Make contact with South Eastern for further update following January meeting	Ali	Emailed South Eastern 11/9/24 COMPLETED	see A69
A67	065/24	8th October 2024	Contact architect to proceed with plans for changing rooms	Ali	Emailed architect - awaiting further information COMPLETED	10/12/2024

A68	067/24		MBC Rate Relief consultation to be passed to Hall Trustees	Kate	Kate completed as Hall Trustee COMPLETED	31/10/2024
A69	069/24		Chase South Eastern following meeting held earlier in the year	Ali	COMPLETED	10/12/2024
A70	075/24	12th November 2024	Cllr Turner to chase contractor regarding fingerpost repairs	Andy	On 10/12/agenda to discuss other contractor COMPLETED	10/12/2024
A71	076/24		Cllr Rabot to liaise with Police regarding future police surgeries in the village	Cllr Rabot	Arranged for 20th March at 10am - Village Club	14/02/2025
A72	076/24		Cllrs to consider youth worker in 26/27 budget - consultation with public at open day on 22/3/25	All	Add to Open Day papers 22/3/25	23/01/2025
A73	076/24		Cllr Adam requested that the Council's recycling collection be added to Amenities	Ali	Ali passed to Rachel On 26/11/24 Amenities Agenda COMPLETED	26/11/2024
A74	076/24		MPC Quality of Life Survey - Cllrs to inform Clerk of any changes/suggestions by 10/12/24 meeting	All	Place on December FC Agenda COMPLETED	10/12/2024
A75	077/24		Committee Structure updated	Ali	Updated document and website COMPLETED	14/11/2024
A76	078/24		Overview & Scrutiny/CIL survey	Ali	Completed and returned COMPLETED	14/11/2024
A77	079/24		Internal Auditor quotes	Ali	Place on next Finance Committee agenda	21/01/2025
A78	086/24	10th December 2024	Co-option of Cllr Goda	Jon/Ali	Complete Rol / send to MBC COMPLETED	16/12/2024
A79	088/24		Flooding under Pattenden Lane railway bridge	Ali	Raise with Kent Highways / Network Rail at next meeting	24/04/2025
A80	088/24		Quality of Life Survey	Rachel	Upload to Microsoft Forms and circulate to Cllrs	
A81	088/24		Use of Southons Field for 10k run 1/6/25	Ali	Speak with organisers re contingency planning COMPLETED	12/12/2024
A82	088/24		KALC Community Award	All	Consider nominations - put before January 2025 meeting for agreement	14/01/2025

A83	090/24		Remote Meeting Access consultation	Ali	Completed at meeting - to be submitted COMPLETED	12/12/2024
A84	091/24		Solicitors quote accepted for land transfer	Ali	Contact Solicitors to start process COMPLETED	16/12/2024
A85	092/24		Fingerpost repair	Clr Tippen/Ali	Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25 - request more details Deferred to 11/3/25 meeting - further information received - need to revisit 15/4/25 - decision to use wood - KH contacted	(See A130)
A86	092/24		Meeting with South Eastern	Clr Adam/Ali	Confirm Richard will attend F2F meeting - ? Microsoft Teams availability Member of staff left - rearrange for March - dates to be agreed - 24th April 2025	COMPLETED - meeting notes circulated
A92	102/25	14th January 2025	Highways consultation	Clr Newton - Accessibility Clr Tippen - Highway Maint. Clr Adam - Public Transport Clr Summersgill - Road Safety Clr Rabot - Walking/Cycling	Response required by 28/2/25	28/02/2025
A87	100/25		Write to Southern Water regarding recent flooding/Roughlands	Ali	Letter sent	23/01/2025
A88	100/25		Confirm with architects acceptance of fees	Ali	Emailed 21/1/25	21/01/2025
A89	100/25		KALC Community Award	Ali/Kate	wording to be sent to KALC by 7/1/25	30/01/2025
A90	100/25		Public Conv solar panels - confirm structural engineer and write to MBC with questions before agreeing licence	Ali	Emailed structural engineer and MBC	21/01/2025

A91	100/25	14th January 2025	Clerk to liaise with CCTV company regarding new quote and to respond to Golding Homes to accept the licence agreement	Ali	Awaiting quote - quote received - take to FC meeting 11/2/25	07/02/2025
A93	105/25		SYL/DYL - send response back to Kent Highways	Ali	Sent 16/1/25 - place on February full council agenda	
A94	105/25		Pattenden Lane design - send back suggested amendments to Highways	Ali	Sent 16/1/25	work starting 10/2/25
A95	105/25		Report fading white lines to Kent Highways	Ali	Maidstone Road; Chantry Road junctions / Zebra crossing reported. View other areas (utility work) where lines are faded	Reported
A96	123/25	11th February 2025	Clr Dobinson to complete register of interest forms within 28 days	Clr Dobinson/Ali	Forms to be sent to MBC once completed	14/02/2025
A97	124/25		To liaise with Police Inspector regarding contacting ward officers	Clr Rabot		COMPLETED - now have PCSO as well as Ward Police
A99	124/25		Respond to architect's email regarding changing rooms	Ali		12/02/2025
A100	124/25		Chase company for further quote for solar panels	Ali		12/02/2025
A103	124/25		Prepare advert, application pack for 14/2 for new role	Ali	Advertised from 14/2/25	14/02/2025
A98	124/25		Write again to Southern Water following recent response	Ali		13/02/2025
A101	124/25		Update Policies, Risk Assessments and ToRs etc for ratification at March FC meeting	Ali		11/03/2025
A104	125/25		Update Committee structure document following Clr Dobinson's co-option	Ali		12/02/2025
A106	128/25		Contact Kent Highways with queries/agreements discussed at meeting	Ali		12/02/2025
A102	124/25		Open Day - prepare papers/questionnaires	Ali/Clr Tippen/Office		COMPLETED
A107	136/25(E)	11th March 2025	Contact Architect regarding planning permission for pavilion	Ali		14/03/2025
A108	136/25(F)		Upload Policies and ToRs etc on website	Ali		14/03/2025
A110	136/25(G)		Prepare papers/boards for Open Morning	Ali/Kate	Meet on 21/3/25	Completed 22/3/25

A112	138/25(b)(e)		Complete Kent & Medway Nature Recovery consultation	Cllr Boswell/Cllr Rabot	Completed and Clerk sent to KCC	13/02/2025
A113	138/25(B)(f)		Prepare file with parish assets (devolution)	Ali	Set up Asset Transfer Working Group	Meeting 12/1/26
A114	139(C)(a/b)		Set up bank mandates for Cllrs Dobinson, Goda and Griffiths	Ali	Unity/Nat West Chasing banks for update	UNITY COMPLETED (see A202)
A115	140/25(A)(d)		Circulate Network Rail link for engineering work	Cllr Adam		13/02/2025
A116	146/25	15th April 2025	Co-option application: invite candidate along to a future meeting	Ali	Call an EFCM 29/4/25	Cllr Griffiths co-opted 29/4/25
A118	148/25(G)		Parish surveys - closing date 25th April	Ali	Review responses at May meeting	Circulated to relevant Committees / Cllrs
A119	148/25(H)		Review format of APM	Clerk/Cllrs	Cllrs discussed via email - take to December Full Council	On 9/12/25 Agenda
A120	149/25(D)		Recruitment of new Parish Groundsperson	Ali	Telephoned 16/4/25 - accepted role	COMPLETE

A121	151/25(C)(ii)		Storage at cemetery	Lisa	Obtain quotes for containers - Agreed at Amenities/Finance	6/5/25 container delivered
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2025/26

Full Council Meetings Action Log

Completed Actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A122	009/25	13th May 2025	Update Committee Structure and website	Ali	COMPLETED	30/07/2025
A123	012/25		Monitor South East Water works at Church Green following leak	All	Report to Kent Highways any issues	COMPLETED MAY 2025
A124	012/25		Respond to Southern Water following email in respect of MPC's January letter	Ali		COMPLETED 22ND MAY 2025
A125	012/25		Review ISP document	Ali/Cllrs	Put before June Full Council when reviewed	COMPLETED Agreed and uploaded to website 16/06/25
A126	012/25	13th May 2025	Finalise Byelaws paperwork	Ali/Cllrs Adam and Newton	Waiting for response from Cllrs Adam and Newton - once received submit to Secretary of State	See A201
A127	012/25		Other Surveys	Ali	Pass Community Survey to Deputy Clerk Add MNP Reg 14 results to Planning Committee	15/05/2025
A128	013/25		Arrange ACV	Ali	ACV meeting - 19/7/25	COMPLETED
A128	013/25		Arrange Resilience Planning meetings	Ali	Confirmed date 28/8/25 @ 2pm	COMPLETED
A129	015/25		Review Financial Regulations following procedurement information	Ali/Finance	COMPLETED	12/08/2025
A130	016/25		Send Fingerpost information to County Cllr Black	Ali		COMPLETED 20TH MAY 2025
A131	016/25		Arrange HIP meeting to discuss priorities for 2025/26	Ali/Cllrs Tippen, Goda and Newton	Add any items from survey and use Matrix to ascertain priorities.	ARRANGED FOR 24TH JUNE 2025
A132	016/25		Add Speedwatch as a Full Council agenda item	Ali	For June Full Council meeting	15/05/2025
A133	023/25		Arrange Finance Meeting to discuss Financial Regs and HMRC/VAT	Ali/Finance	COMPLETED	12/08/2025

A134	024/25	10th June 2025	Arrange further Police Surgery with Ward Police and new PCSO (Becky Mount)	Ali/Cllr Rabot	Arranged for 28th August at Village Club	COMPLETED
A135	024/25		Arrange "Meet The Councillors" date and time	Ali/All Cllrs	Email Cllrs for convenient date	COMPLETED - arranged for 23rd August (Ali/Cllrs Boswell and Tippen)
A136	024/25		CCTV Licence - arrange for agreement to be signed	Ali/Cllr Griffiths	Arranged with Golding Homes 2pm on 17/6/25	COMPLETED 17/6/25 signed by Ali/Cllr Griffiths
A137	024/25		Chairman's Board to be updated	Admin Assistant	Obtain further quotes from other companies - place on January 2026 FC agenda	See item A208
A138	025/25		Draft Parish Councils Code of Conduct	Ali	Respond to KALC that Cllrs agree with the new draft CofC	COMPLETED - sent to KALC Area Committee 16/6/25
A139	025/25		Add Highways Committee to July's agenda	Ali	Appointment of Cllrs on Highways Committee (proposed by Comms Sub-Group)	COMPLETED for July agenda
A140	027/25		Submit AGAR to External Auditor and add documents to website/notice boards	Ali	AGAR Statement of Internal Control	COMPLETED - 16/6/25
A141	028/25		Arrange further Speed Watch session	Cllrs Rabot and Summersgill	Arranged for 11th July	COMPLETED
A142	028/25		Arrange HIP meeting		24/06/2025	COMPLETED
A144	035/25		MNP - Reg 14 to be repeated / modifications statement to be drafted	MNP Steering Group	Meeting arranged 30/9/25	30/09/2025 Modification statement drafted - take to Planning Committee 7/10/25
A145	037/25		Proposal to change name of The Allens	Ali	Respond / do not support this change due to it being part of Marden history	COMPLETED - Responded
A146	038/25	8th July 2025	Donation to Kent Air Ambulance	Ali	Add to next invoice list for payment	COMPLETED
A147	039/25		HIP - slight amendments to be made - can then be submitted to Kent Highways	Cllrs Dobinson and Tippen Ali	Amend & submit to Kent Highways	SUBMITTED 29/7/25

A148	046/25	12th August 2025	Obtain costings for Christmas lights/commando sockets - apply for County Cllr funding	Ali/Rachel	Rachel to obtain costings Ali to submit to Cty Cllr	SUBMITTED 26/8/25
A149	046/25	12th August 2025	Update newsletter policy	Ali	Passed to Rachel to circulate to Comms Sub-Group	COMPLETED 18/8/25
A151	046/25		Review ACV submission details for priorities	Ali	Pass to ACV Sub-Group when completed	DRAFTED AND SENT TO ACV S-G 19/8/25
A152	046/25		Arrange a meeting with Katie Lam MP	Ali	Emailed 19/8/25	ARRANGED FOR 16/1/26
A153	046/25		Upload revised Standing Orders, Financial Regs and VFM policy to website	Ali		COMPLETED 18/8/25
A154	049/25		Review Social Media Policy (IT Policy) in line with new Assertion 10 of AGAR	Ali	Passed to Rachel to circulate to Comms Sub-Group	COMPLETED 18/8/25
A155	058/25	9th September	Cllr Rabot to liase with Ward Police/ PCSO to arrange further dates for police surgeries	Cllr Rabot	See item A162	
A156	058/25		Contact to be made with architect regarding changing rooms specification and planning conditions	Cllr Turner		COMPLETED Cllr Griffiths project managing
A157	058/25	9th September 2025	Cllrs to discuss structure of meeting with Katie Lam MP on 16th January 2026 - meeting moved to 23rd January 2026	All Cllrs	To be added to January FC agenda	On 13/1/26 agenda
A158	058/25		Resilience Planning to undertake agreed next steps at their meeting on 6th October	Resilience Planning Sub-Group	Meeting 6/10/25 - costings to be obtained for items discussed at FC	COMPLETED Meeting held on 6/10/25 for next steps
A159	058/25		Cllr Goda to look at standard return rates from the electricity provider at the public conv.	Ali/Cllr Goda	Ali to forward latest bill to Cllr Goda	Bill sent to JG 11/9/25
A160	059/25		Dates to be arranged for Meet the Cllrs (bi-monthly)	All Cllrs	Arrange for November / January	Arranged for 29/11/25 and 31/1/26
A161	No item number	14th October 2025	Add Local Needs Housing to next full Planning Committee agenda to discuss options/sites etc	Ali / Planning Committee	18th November meeting	COMPLETED
A162	069/25		Cllr Rabot to liase with Ward Police/ PCSO to arrange further dates for police surgeries	Cllr Rabot	Moved from A155	COMPLETED - ARRANGED FOR 17/11/25

A163	069/25		Clerk to provide Cllr Griffiths with folder for changing rooms as he has agreed to project manage - also liase with Cllr Turner	Ali / Cllr Griffiths / Cllr Turner	Speak with Cllr Turner regarding architect	COMPLETED
A164	069/25		Public Conv. Solar panels - agree draft licence and send to MBC.	Ali	Finalising paperwork to send to MBC solicitors.	COMPLETED - sent to solicitors 13/11
A165	069/25		Contact grant funders regarding solar panels	Ali		COMPLETED - all agreed for carrying over
A166	069/25		IT Policy/Accessibility statement to be finalised and added to website	Ali		COMPLETED
A167	069/25		Chase Redrow re allotments	Ali		CHASED - 16/10/25
A169	072/25		Produce financial report for capital income and expenditure for Finance meeting 28/10/25	Ali		COMPLETED - put before Finance meeting 28/10/25
A170	073/25		Invite resident (DS) to next Highways Working Group meeting to discuss A262 action group	Ali		COMPLETED - Meeting arranged for 9/12/25
A174	083/25	11th November 2025	Transfer capital monies from Unity to CCLA	Ali		Completed December 2025
A175	083/25		Add Cllr allowances to December F/C meeting	Ali	For other Cllrs to discuss	On 9/12/25 agenda
A176	084/25		Consider additional HIP funding for 26/27	Ali / Finance Committee	Report to next Finance Committee	COMPLETED
A178	085/25		Arrange meeting with South Eastern	Ali	Arranged for 9th January at 10.30am	COMPLETED
A179	091/25	9th December 2025	Update January meeting with October crime figures	Cllr Rabot	Report to 13/1/26 meeting	COMPLETED
A180	091/25	9th December 2025	Circulate 2026 newsletter dates	Ali / Comms Sub-Group		Sent 11/12/25
A182	091/25		Building Regs for changing rooms to be applied for	Ali / Cllr Griffiths	Liaise with architect and Cllr Turner	COMPLETED
A183	091/25		Ask for more information from MBC solicitors re clause 7.1 of licence of public conv.	Ali		Emailed 11/12/25 - response to be discussed at Jan meeting
A185	091/25		Obtain additional quotes for public conv. Work	Ali/Lisa		COMPLETED
A186	091/25		Add IT Policy to January 2026 agenda	Ali	Report to 13/1/26 meeting	On 13/1/26 agenda

A187	091/25		Set up date for Asset Transfer working group	Ali / Cllrs Boswell, Dobinson, Rabot and Tippen	Arrange for January/February 2026	Arranged for 12/1/26
A188	091/25		Change name and format of Annual Parish Meeting and add to newsletter	Cllr Boswell	Jan-26	COMPLETED
A189	092/25		Report enforcement issues to MBC	Ali		Reported 11/12/25 - response received and reported to Planning meeting 16/12/25
A190	092/25		Resilience report to January Full Council	Cllr Rabot	13/1/26 meeting	Added to 13/1/26 agenda (AR to provide report)
A191	094/25		Add Internal Audit report to January 2026 agenda	Ali	Report to 13/1/26 meeting	On 13/1/26 agenda
A192	095/25		Request information from Kent Highways regarding school boundary (dropped kerb)	Ali		Emailed 11/12/25 - response circulated to Cllrs
A193	095/25		Provide details of material used for repairs to Sheephurst Lane river bridge	Cllr Tippen	Report back to Ali / meeting	KT phone taken - reported/logged with Kent Highways
A194		13th January 2026	Publish MBC consultations	Ali		COMPLETED
A195	103/26		Publicise Police Surgery and Meet The Council	Ali	Meet the Council - 31st January / Police Surgery - 4th Feb	COMPLETED
A196	103/26		Raise issues of Plain Road flooding to Upper Medway Internal Drainage Board	Cllr Summersgill		COMPLETED
A197	103/26		Cllrs to discuss IT Policy at Comms Sub-Group Meeting	Rachel/Comms Sub-Group	Cllr Griffiths reviewed it - draft to be discussed to Comms S/G	COMPLETED
A198	103/26		Cllrs agreed KALC award - nomination to be forwarded to KALC	Ali		COMPLETED
A199	103/26		Draft an introduction/briefing note for Katie Lam MP meeting	Cllr Rabot	For meeting on 30/1/26	COMPLETED
A200	103/26		Open Morning prep	Ali / Cllr Tippen	Meeting 3rd February	COMPLETED
A202	106/26		Resubmit Nat West mandate changes	Ali	Sent application 13th February 2026	COMPLETED
A203	107/26		Draft a response to Kent Highways regarding Sheephurst Lane bridge	Cllr Adam		COMPLETED

A204	118/26	10th February 2026	Place questions from architect (Changing Rooms) onto next Planning Agenda	Ali	17th February meeting	COMPLETED
A205	118/26		Send information re solar panels to Borough Cllr Summersgill	Ali		COMPLETED
A207	118/26		Cllrs to let Clerk know availability for Open Morning (7th March)	All Cllrs		COMPLETED
A209	118/26		Add Policies onto March agenda	Ali	10th March meeting	COMPLETED
A210	123/26		Add to next agenda for Clerk to acces Nat West online account to view statements only	Ali	10th March meeting	COMPLETED
A211	123/26		Notify SEND Help Marden re grant and arrange payment to Vestry Hall	Ali	17th February meeting	COMPLETED
A214	124/26		Remove village gateway from HIP and add additional yellow lines to Albion Road	Ali	Update HIP priority	COMPLETED
A215	124/26		Arrange meeting with MBC re car park	Ali	Highways WG	COMPLETED 4/3/26