

LOG OF CORRESPONDENCE AND HOW DEALT WITH?*Details not logged if emails forwarded to Cllrs/added to agendas**No names/contact details should be added here***Nov-25**

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
03/11/2025	Email	Ali	Kent Highways confirming Teams meeting with LAT to discuss dropped kerb	Highways	Noted - for MPC info only
03/11/2025	Email	Ali	Email from FoxDen Nursery with query for the hall	Memorial Hall	Passed to Trustees
03/11/2025	Email	Ali	Several emails regarding newsletter deliveries	Newsletters	Noted (arranged collection/delivery)
03/11/2025	Email	Ali	Quote from Cloudy IT for 2026/27 onwards	Finance	Take to Finance Committee 4/11/25
03/11/2025	Email	Ali	MBC - Changes to Marden Electoral Roll	Office	Passed to Lisa for updating
03/11/2025	Email	Ali	Request via website to place a bench in the playing field	Amenities	Passed to Rachel to add to November agenda
03/11/2025	Email	Ali	Arrangements for allotment meeting via email	Full Council	To agree convenient date
04/11/2025	Email	Ali	Request for information regarding a burial	Amenities	Passed on condolences and referred to funeral directors to liaise with MPC
04/11/2025	Email	Ali	Received from resident regarding Greensand Ridge	Planning	Passed to Planning Committee
04/11/2025	Telephone	Rachel	Resident reporting slippery pavement on Church Hill due to leaves	General	Discuss with Ali and report to MBC
06/11/2025	Email	Ali	CCLA confirming paying in details	Finance	Noted
06/11/2025	Email	Ali	Agenda for Parish Conference	General	Passed to Cllrs Boswell and Rabot
06/11/2025	Telephone	Rachel	Request for information regarding a burial	Amenities	Passed to Ali
06/11/2025	Telephone	Rachel	Enquiry regarding Section and Grave number at Cemetery in order for a new memorial and interment	Amenities - Cemetery	Took down information and will discuss with Ali

06/11/2025	Telephone	Ali	Highways - leaves on Church hill to be reported to MBC	General	Reported to MBC
07/11/2025	Email	Ali	MBC confirming leaves will be swept	General	Noted
07/11/2025	Email	Ali	Pear Technology with information on how to download PT Cemetery to Deputy Clerk laptop	Office	Passed to Cloudy IT
07/11/2025	Email	Ali	Cloudy IT confirming access to office laptops	Office	Booked for Friday 14/11 at 10.30am
10/11/2025	Email	Ali	Resident reporting deterioration in road surface	Highways	Provided details of reporting tool and KCC Cllr email.
10/11/2025	Email	Ali	Gravedigger confirming ashes plot preparation on 26/11	Cemetery	Noted
10/11/2025	Email	Ali	Electrician with PAT test list	Office	Provided details for breakdown of invoices
10/11/2025	Email	Ali	Library confirming date for putting up Xmas tree	Christmas	28/11/2025
11/11/2025	Telephone	Ali	Funeral Directors regarding interment of ashes	Cemetery	Booked for Wednesday 26/11 at 2pm / gravedigger confirmed
11/11/2025	Telephone	Ali	Family member asking for information regarding interment of ashes	Cemetery	Letter to be sent with details/invoice
11/11/2025	Email	Ali	Resident reporting problem with on-street parking	Highways	Raise at Highways WG meeting on 9/12
11/11/2025	Email	Ali	Confirmation from KCC of grant funding for xmas lights	Christmas	Await letter before ordering additional set of lights
11/11/2025	Email	Ali	Letter confirming above	Christmas	Completed acceptance form
11/11/2025	Email	Ali	Next of kin confirming last known address of deceased	Cemetery	Noted
11/11/2025	Email	Ali	Gravedigger confirming funeral director will pay him direct	Finance	Noted
12/11/2025	Email	Ali	Onecom regarding delivery of new office phone	Office	Noted
12/11/2025	Email	Ali	Funeral Directors regarding burial	Cemetery	Noted

12/11/2025	Email	Ali	Amendment to Goudhurst Road/Albion Road TRO	Highways	Passed to Cllr Tippen for viewing before responding to current consultation on DYL in Goudhurst Road
12/11/2025	Email	Ali	Resident raising on-street parking (2nd email)	Highways	Sent copy of previous email and report to Highways W-G on 9/12/25
12/11/2025	Email	Ali	Query asking how newsletter is written	Office	Responded
17/11/2025	Email	Rachel	Resident raising awareness of lamppost light being on permanently in Redrow estate	General	Talk to Ali and report to Management Company
17/11/2025	Email	Ali	Sharps requesting photocopier meter reading	Office	Sent 18/11/25
18/11/2025	Answerphone	Ali	Resident asking for advice regarding neighbours	Police	To phone back and report to 101 / Community Protection Team
18/11/2025	Email	Ali	Onecom regarding installation of new phone	Office	Cut off phone link so need to speak to them!
18/11/2025	Email	Ali	Email regarding funding for children	General	Passed to Marden Pre-School
18/11/2025	Email	Ali	Kent Highways asking if a salt bag is required	Highways	Arranged for delivery to Marden Memorial Hall
18/11/2025	Email	Ali	Internal Auditors with a list of documentation required for IA visit on 3/12/25	Finance	Putting together links and attachments to send
18/11/2025	Face to Face	Ali	Parcel for Foxden Nursery	General	Emailed to arrange collection
19/11/2025	Answerphone	Ali	Next of kin regarding interment of ashes	Cemetery	Will phone again
19/11/2025	Answerphone	Ali	Business regarding Marden at Christmas	Christmas	Passed number to Rachel
20/11/2025	Telephone	Ali	Next of kin regarding interment of ashes	Cemetery	Previously left a phone message. Would provide details of process and fees
25/11/2025	Telephone	Rachel	Relative calling about interment at Cemetery	Cemetery	Emailed Ali and contacted gravedigger. Called relative back.

01/12/2025	Telephone	Rachel	Staplehurst Clerk to ask about Marden Cllrs attending Resilience workshop	General	Spoke to Cllr Rabot about attending and responded to Staplehurst Clerk