

**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***Dec-25**

<b>Date:</b>	<b>Contacted via</b>	<b>Who took call/emails?</b>	<b>Brief details of issue raised</b>	<b>Council/Committee</b>	<b>Outcome</b>
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
02/12/2025	Email	Ali	Internal Auditor confirming virtual audit on 3/12/25	Finance	Noted (moved from face to face to Teams)
02/12/2025	Email	Ali	Solicitors requesting a copy of the structural report for the solar panels	Amenities	Sent copy 2/12/25
02/12/2025	Telephone	Ali	Christmas lights company asking if we needed any lights	Amenities	Informed that we have only just got new lights in the last couple of years.
03/12/2025	Teams	Ali	Teams meeting with Internal Auditor	Finance	Interim audit undertaken - notes made. Report due shortly
03/12/2025	Face to Face	Ali	Delivery of post to be signed for	Office	Signed (Cemetery papers)
03/12/2025	Face to Face	Ali	Grant application for Marden CIO	General	Passed to CIO Trustee
12/12/2025	Telephone	Rachel	Resident requesting update on trees on Marden Playing Field	Amenities	Informed resident of Cllrs agreement to work and that we will be in touch with a date for work
12/12/2025	Face to Face	Rachel	Ian Jones dropping off invoice	Finance	Left invoice on Ali's desk for payment
12/12/2025	Telephone	Rachel	Resident calling about dangerous parking on junction of South Road/Howland Road	Highways	Asked resident to email Ali to raise with Highways Working Group and will discuss with Ali on her return to the office
15/12/2025	Telephone	Rachel	Resident reporting nuisance parking in Chantry Road (possible commuter parking and abandoned vehicles)	Highways	Told resident I would raise with PCSO and local police to keep an eye on the area and to report any registrations of abandoned vehicles
16/12/2025	Email	Ali	Resident reporting flytipping in Albion Road	General	Reported to MBC - Reference: DIG773950799

16/12/2025	Email	Ali	Other PC requesting information on CCTV supplier	Amenities	Passed details of company used by MPC
16/12/2025	Email	Ali	Parent asking if too late for FC letter	Christmas	Said to bring to office today for delivery later this week
16/12/2025	Email	Ali	Offer of donation of christmas tree	Amenities	Collect from resident in village (went to collect but someone had beat me to it!!!)
16/12/2025	Face to Face	Ali	FC letter delivered	Christmas	passed to Rachel
16/12/2025	Email	Ali	MBC Planning x 2 agreeing to extension on responses	Planning	Noted (added to 6/1/26 agenda)
17/12/2025	Email	Ali	Marden Church confirming vestry hall is booked for 7/3/26	MNP	Noted
17/12/2025	Email	Ali	Request for headstone / kerbstone approval	Cemetery	Approved and form sent back
18/12/2025	Email	Ali	Resident reporting dead fox on side of road	Cleaning Team	Reported to MBC
19/12/2025	Email	Ali	Cemetery waste collector - Christmas collection dates	Cemetery	Passed to caretaker
19/12/2025	Face to Face	Ali	Resident asking for details of food bank	General	Gave directions to the Vicarage
19/12/2025	Face to Face	Ali	Visits from caretakers / Mem. Hall caretaker / resident	Office	Noted
20/12/2025	Email	Ali	Primary School confirming receipt of cancelled MP visit	General	Will advise once new date confirmed
22/12/2025	Email	Ali	Rugby Taggers with December dates of S/F usage for invoicing	Finance	Sent December invoice
29/12/2025	Email	Ali	Katie Lam - January message	General	Put on website
29/12/2025	Email	Ali	Copied in - email from resident to school regarding alarm continually sounding over Christmas period	General	Noted
29/12/2025	Email	Ali	Copied in - emails from school and Leigh Academy regarding the alarms	General	Noted

29/12/2025	Email	Ali	Kent Young Farmers requesting use of village car park for Christmas Tree recycling	General	Contacted MBC (on leave until 5/1/26) - responded to YF saying could possibly use Memorial Hall if car park not available.
30/12/2025	Email	Ali	Resident wanting to report a raised drain cover (tripped, with injury and damage to phone) - requested a claim - several emails received with photos	Highways	Reported on Kent Highways website - informed resident with reference number and to also contact County Cllr
30/12/2025	Email	Ali	Copied in to email to County Cllr re injury	Highways	Noted
31/12/2025	Email	Ali	Copied in to further email to County Cllr	Highways	Noted
31/12/2025	Email	Ali	Notification of delivery of dog bags for playing field	General	Sent text to Chris as being delivered to his home address