

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***Sep-25**

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
01/09/2025	Email	Ali	Cty Cllr Black - apologies for 2/9/25 meeting, update on grant application	General	Noted / provided update of where we are with grant application / asked for update on fingerposts
01/09/2025	Telephone	Ali	Request to book a stall for Marden at Christmas	Amenities	Passed to Lisa
01/09/2025	Email	Ali	Correspondence with strimmer repair shop	Amenities	Need to speak with Caretaker on return
01/09/2025	Email	Ali	Kent Resilience Forum officer providing details of volunteer services	Full Council	Report to next Res. Planning meeting
01/09/2025	Email	Ali	Funeral Directors regarding information on returning Green Form	Amenities	Noted and scanned green form to return
02/09/2025	Email	Ali	MBC regarding access to car park	General	Provided contact email to resident
04/09/2025	Email	Ali	MBC - electoral roll update	Office	Passed to Lisa for updating office copy
04/09/2025	Email	Ali	Headteacher confirming meeting later this month and with Katie Lam MP for meeting in January 2026	Office	Noted
04/09/2025	Email	Ali	Katie Lam MP PA confirming January meeting	Office	Noted
04/09/2025	Face to Face	Ali	Hall hirer - issues with control unit for blinds/windows	Hall	Reported to Trustees
04/09/2025	Telephone	Ali	Resident - concerns regarding property issues	General	Report to Housing Association/Police
04/09/2025	Face to Face	Ali/Lisa	Dealing with issues at hall/attendees to event	Hall	Directed to correct location
04/09/2025	Face to Face	Ali/Rachel	Resident asking for details to contact Housing Dept at MBC	General	Provide telephone number
04/09/2025	Telephone	Ali	Resident reporting issues at public conv.	Amenities	Messaged cleaner to report and liaise with caretaker for any repairs
04/09/2025	Telephone	Ali	Scribe asking to set up a meeting to discuss changing to different financial package	Finance	Put on hold for timebeing
04/09/2025	Email	Ali	Company asking MPC to consider stall for events	General	Noted and to keep on file
08/09/2025	Email	Ali	PCSO promoting survey	General	Advertise on notice boards/ social media - no end date
08/09/2025	Telephone	Ali	Funeral Directors to arrange a burial	Amenities	Completed form and waiting for confirmation of date
08/09/2025	Telephone	Rachel	Vicar clarifying burial casket	Amenities	Clerk to return phone call

08/09/2025	Email	Rachel	Resident complaining about parking on DYLS end of Pattenden Lane	Highways	Replied to email with KCC nuisance parking website link for resident to log complaint
08/09/2025	Telephone	Ali	Spoke with vicar regarding funeral	Amenities	Waiting for dimensions of casket
08/09/2025	Telephone	Rachel	Resident reporting lost keys	General	Assisted by social media post and kept contact details in case they were found
09/09/2025	Face to Face	Ali	Resident concerned over a letter received regarding cemetery plot	Amenities	Spoke to resident and explained all ok
09/09/2025	Email	Ali	Confirmation of receipt of residents' contact details for Neighbourhood Watch scheme	General	Noted
09/09/2025	Email	Ali	Details of Excel training next week	Office	Passed to Lisa
09/09/2025	Email	Ali	Confirmation from Kent Highways that the restriction times for Goudhurst Road SYL should be 10.30am to 11.00am	Highways	Report to Full Council 9/9/25
09/09/2025	Email	Ali	Confirmation from Kent Highways of receipt of reports made for faint lines (West End) and vegetation (Beech Bridge)	Highways	Noted Ref: 900314 - white lines Ref: 900317 - vegetation
09/09/2025	Telephone	Ali	Request for hall hire	Memorial Hall	Passed to Hall Booking Clerk
09/09/2025	Telephone	Ali	Request for sign off regarding youth undertaking Duke of Edinburgh Award	Office	Waiting for information for sign off
15/09/2025	Email	Rachel	Email from resident regarding the Parish Council joining a traffic group	Highways	Contacted Cllr with email with info redacted who responded to get the query put onto FC agenda
16/09/2025	Telephone	Rachel	Request for copy of Certificate from historic cremation	Amenities - Cemetery	Took message to refer to Clerk who will respond on return from leave
17/09/2025	Telephone (Voicemail)	Rachel	Resident reporting again overhanging branches from Rookery Path onto property at Merchant Place	Amenities - Rookery Path	Had previous taken photos and referred work to the Caretaker. Will chase the Caretaker again
17/09/2025	Telephone (Voicemail)	Rachel	Resident requesting information on minutes of meeting where discussion of Land North of Marden was discussed	Planning/Full Council	Took message for Clerk to discuss on return from leave. Email link to minutes of Full Council meeting

18/09/2025	Face to Face	Rachel	Stallholder wanting to pay for stall with card at Marden at Christmas	Amenities - Events	Informed them that payment should be by cash or balance transfer. They would return at a later date with payment
18/09/2025	Email	Rachel	Morris Dancers requesting more information on timings	Amenities - Events	Replied to email stating that more details will be available on timings following Pre Marden at Christmast meeting
18/09/2025	Telephone	Rachel	Water company chasing payment of accounts	Finance	Took message for Clerk to return call when back from leave
22/09/2025	Email	Rachel	Response from Morris Dancers regarding attendance at Marden at Christmas	Amenities - Events	Noted response for Marden at Christmas Meeting with Cllrs
22/09/2025	Email	Ali	Request from Bowls Club to access their ground via Southons Field	Amenities	Spoke to Neil to confirm
22/09/2025	Email	Ali	Request from resident to add an item to Full Council agenda	Full Council	Added to agenda for October meeting
22/09/2025	Email	Ali	Funeral Director requesting plot number and location for ashes memorial	Amenities	Send details and map of plot
22/09/2025	Email	Ali	Paperwork from Funeral Director for Friday's funeral	Amenities	Printed off and filed
22/09/2025	Email	Ali	Request for a reference for a member of Play Scheme staff	Office	Provided details
22/09/2025	Email	Ali	Request from a PC for village gateway information	Highways	Informed that Marden's was provided by KCC
22/09/2025	Letter	Ali	Request for interment of ashes into existing grave	Amenities	Required to provide information and Clerk to speak with relations in the village
22/09/2025	Email	Ali	Resident reporting overgrown PROW (KM274)	Highways	Reported under reference: 0949665
22/09/2025	Telephone	Ali	ERoB owner wishes to transfer back to MPC	Amenities	Required information to be in a letter to place on file.
23/09/2025	Email	Ali	Key dates of school events received from Principal	Office/Hall	Passed to Hall Facilitator
23/09/2025	Email	Ali	Funeral Directors confirming payment will be made shortly	Finance	Noted

29/09/2025	Face to Face	Rachel	Resident reporting anti-social behaviour and wanted contact for PCSO	Office	Gave resident PCSO contact details
30/09/2025	Telephone/ Face to Face	Rachel	Telephone call from Police regarding incident at Public Toilets and requesting the closure for forensic purposes	Amenities	Attended
30/09/2025	Email	Ali	S106 officer regarding transfer of allotments / other S106 money held by MBC	Finance/Full Council	Responded 3/10/25 asking what the issues would be if transfer took more than 3 months / would review the other S106 funds (changing rooms project) and get back to them.
30/09/2025	Telephone/Email	Ali	Peninsula asking about PC payroll	Finance/HR	Keep on file