

# Asset and Responsibility Register

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HOLLESLEY PARISH COUNCIL

Judi Hallett  
CLERK, HOLLESLEY PARISH COUNCIL

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## 1. Introduction

This document contains details of all Assets and Responsibilities held by Hollesley Parish Council as at September 2019.

It is acknowledged that some of the valuation figures have been arrived at through best endeavours using the information known to us at the time. When 'Actual Cost' is unknown a default value of £1.00 is given. Pictures of the assets are held by the Clerk.

This document is reviewed on an annual basis and assets are entered, adjusted or removed as and when appropriate.

Judi Hallett  
Parish Clerk

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Adopted by the Parish Council at a meeting on: *19<sup>th</sup> September 2019*

Signed:

Mrs Judi Hallett  
Clerk

Cllr. Hazel Hughes  
Chair

## 2. Assets

### Seats

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
S1	Duck Corner Seat	Duck Corner, Hollesley, Woodbridge, Suffolk	2008	£246.75	£600.00
S2	Cemetery Seat 1	Hollesley New Cemetery, School Lane, Hollesley	2009	Donation	£500.00
S3	Cemetery Seat 2	Hollesley New Cemetery, School Lane, Hollesley	2009	Donation	£500.00
S4	Cemetery Seat 3	Hollesley New Cemetery, School Lane, Hollesley	Unknown	£1.00	£500.00
S5	Dr Shannon's Seat	Fox Hill, Hollesley, Woodbridge, Suffolk	Unknown	Donation	£500.00
S6	Play Park Seat	The Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2011	£650.00	£800.00
<b>Totals</b>				<b>£897.75</b>	<b>£3,400.00</b>

### Signs

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
SN1	Village Sign	Fox Hill, Hollesley, Woodbridge	Pre 1997	£1.00	£5,000.00
SN2	Speed Indicator Device (SID)	Various posts around the village	Jan 2017	£3,660.00	£3,660.00
<b>Totals</b>				<b>£3,661.00</b>	<b>£8,660.00</b>

## Buildings

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
BS1	Pavilion – CURRENTLY NOT IN USE	The Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	Unknown	£1.00	£50,000.00
BS2	Hollesley Village Hall (Managed by Hall Management Committee)	The Recreation Ground, Woodbridge Road, Hollesley, Woodbridge BUILDING INSURED BY HALL COMMITTEE	Unknown	£1.00	£250,000.00
BS3	Oak Bus Shelter (with Footpaths Map)	Duck Corner, Hollesley, Woodbridge, Suffolk	March 2018	£5,940.00	£6,000.00
CT1	Container (Karki Green)	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2019	£2,490.00	£2,500.00
<b>Totals</b>				<b>£8,432.00</b>	<b>£308,500.00</b>

## Dog Bins

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
DB1	Dog Bin	Entrance to Hollesley Village Hall, Woodbridge Road, Hollesley, Woodbridge	Unknown	£1.00	£100.00
DB2	Dog Bin	Oak Hill Playing Field, Oak Hill, Woodbridge, Suffolk	Unknown	£1.00	£100.00
DB3	Dog Bin	Next to Oak Hill Notice Board, Oak Hill, Hollesley, Woodbridge	Unknown	£1.00	£100.00
DB4	Dog Bin	School Lane (opposite School visitors car park), Hollesley, Woodbridge	Unknown	£1.00	£100.00
DB5	Dog Bin	Junction of The Street and School Lane, Hollesley, Woodbridge	Unknown	£1.00	£100.00
DB6	Dog Bin	Opposite Hillside, Tower Hill Road, Hollesley, Woodbridge	Unknown	£1.00	£100.00
DB7	Dog Bin	Rectory Road (Entrance to Footpath), Hollesley, Woodbridge	Unknown	£1.00	£100.00

<b>DB8</b>	Dog Bin	Next to Bus Stop, The Street/Duck Corner, Hollesley, Woodbridge	Unknown	£1.00	£100.00
<b>DB9</b>	Dog Bin	Behind Pavilion on Playing Field, Hollesley, Woodbridge	Unknown	£1.00	£100.00
<b>DB10</b>	Dog Bin	Entrance to Old Circle, Oak Hill, Hollesley, Woodbridge	Unknown	£1.00	£100.00
<b>DB11</b>	Dog Bin	Next to plot 5A, The Allotments, School Lane, Hollesley, Woodbridge	Unknown	£1.00	£100.00
<b>DB12</b>	Dog Bin	<del>Next to Recycle Bins on Playing Field, Hollesley, Woodbridge</del>	Unknown	<del>£1.00</del>	<del>£100.00</del>
<b>DB13</b>	Dog Bin	Opposite Shepherd and Dog Inn, The Street, Hollesley	2017	£100.00	£100.00
<b>Totals</b>				<b>£ 111.00</b>	<b>£1,200.00</b>

#### Fences/Gates/Walls

<b>Asset number</b>	<b>Description</b>	<b>Location</b>	<b>Date Acquired</b>	<b>Actual Cost New</b>	<b>Estimated replacement cost</b>
<b>F1</b>	Cemetery Wall	Hollesley New Cemetery, School Lane, Hollesley, Woodbridge	Pre 1997	£1.00	£2,000.00
<b>F2</b>	Memorial Gates	Hollesley New Cemetery, School Lane, Hollesley, Woodbridge	2014	Donation	£5,000.00
<b>F3</b>	Entrance Wall	Hollesley New Cemetery, School Lane, Hollesley, Woodbridge	2012	£800.00	£1,000.00
<b>Totals</b>				<b>£801.00</b>	<b>£8,000.00</b>

## Litter Bins

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
LB1	Litter Bin	Outside 51 Oak Hill, Hollesley, Woodbridge	Unknown	£1.00	£200.00
LB2	Litter Bin	Oak Hill Playing Field, Oak Hill, Hollesley, Woodbridge	Unknown	£1.00	£200.00
LB3	Litter Bin	Next to Dr Shannon's Seat, Fox Hill, Hollesley, Woodbridge	Unknown	£1.00	£200.00
LB4	Litter Bin	The Street/Duck Corner, Hollesley, Woodbridge	Unknown	£1.00	£200.00
LB5	Litter Bin	The Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2019	£480.00	£500.00
<b>Totals</b>				<b>£ 484.00</b>	<b>£1,300.00</b>

## Notice Boards

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
NB1	Parish Council Notice Board	The Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2017	£2,254.80	£2,254.80
NB2	Parish Council Notice Board	The Hollesley Stores, The Street, Hollesley, Woodbridge	2015	£1,800.00	£1,800.00
NB3	Parish Council Notice Board	Oak Hill, Hollesley, Woodbridge	2018	£2,254.80	£2,254.80
NB4	Cemetery Notice Board	Hollesley New Cemetery, School Lane, Hollesley, Woodbridge	2000	£1.00	£600.00
<b>Totals</b>				<b>£6,310.60</b>	<b>£6,909.60</b>

## Allotments

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
A1	Water Trough	Outside Plots 8A and 8B, The Allotments, School Lane, Hollesley	2016	£150.00	£150.00
A2	Water Trough	Between 6A and 4A, The Allotments, School Lane, Hollesley	2016	£150.00	£150.00
A3	Water Trough	Between 1A and 4A, The Allotments, School Lane, Hollesley	2016	£150.00	£150.00
<b>Totals</b>				<b>£450.00</b>	<b>£450.00</b>

## Grit Bins

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
GB1	Grit Bin	Water Tower Crossroads, Boyton Road, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB2	Grit Bin	Woodbridge Walk, just after SPT entrance, Oak Hill, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB3	Grit Bin	Just past 3 Oak Hill, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB4	Grit Bin	Entrance to School, School Lane, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB5	Grit Bin	Opposite Fern Cottage (bottom of Bushy Lane), Alderton Road, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB6	Grit Bin	Virtues Corner, Junction of Alderton Road and Lodge Road, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB7	Grit Bin	Entrance to School Lane, The Street, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB8	Grit Bin	Entrance to Parson's Hill, The Street, Hollesley, Woodbridge	Unknown	£1.00	£200.00
GB9	Grit Bin	Opposite Hillside, Tower Hill Road, Hollesley, Woodbridge	Unknown	£1.00	£200.00



<b>GB10</b>	Grit Bin	Rectory Road (Duck Corner), Hollesley, Woodbridge	Unknown	£1.00	£200.00
<b>GB11</b>	Grit Bin	Entrance to Moorlands, Hollesley, Woodbridge	Unknown	£1.00	£200.00
<b>Totals</b>				<b>£11.00</b>	<b>£2,200.00</b>

## Land

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
<b>LD1</b>	Community Land	Mallard Way, Hollesley, Woodbridge	Unknown	Donation	N/A
<b>LD2</b>	Hollesley Playing Field	Woodbridge Road, Hollesley, Woodbridge	2008	£17,500.00	N/A
<b>LD3</b>	Oak Hill Playing Field	Land behind Hollesley Bay Officers Club, Oak Hill, Hollesley, Woodbridge	2006	£10,000.00	N/A
<b>LD4</b>	Hollesley New Cemetery	School Lane, Hollesley, Woodbridge	Pre 1997	£1.00	N/A
<b>LD5</b>	Allotments	The Street, Hollesley, Woodbridge	Pre 1997	£1.00	N/A
<b>Totals</b>				<b>£27,501.00</b>	<b>N/A</b>

## Office Equipment

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
<b>OE1</b>	Dell Inspiron 15 5000 Series	Manor Farm, Hollesley, Woodbridge, Suffolk IP12 3NB	2017	£800.00	£650.00
<b>OE2</b>	Printer – Officejet Pro 7720	Manor Farm, Hollesley, Woodbridge, Suffolk IP12 3NB	2018	£129.99	£130.00
<b>Totals</b>				<b>£ 929.99</b>	<b>£ 780.00</b>

## Street Lights

Asset number	Number	Location	Date Acquired	Actual Cost New	Estimated replacement cost
SL1	43	Fox Hill – Opposite HUMOL Crest	Unknown	£1.00	£250.00
SL2	56	Fox Hill	Unknown	£1.00	£250.00
SL3	7	Oak Hill – o/s 87 Oak Hill	Unknown	£1.00	£250.00
SL4	8	Oak Hill – o/s 83 Oak Hill	Unknown	£1.00	£250.00
SL5	9	Oak Hill – o/s 78 Oak Hill	Unknown	£1.00	£250.00
SL6	10	Oak Hill – o/s 72 and 73 Oak Hill	Unknown	£1.00	£250.00
SL7	11	Oak Hill – o/s 69 Oak Hill	Unknown	£1.00	£250.00
SL8	71	School Lane – adjacent to School entrance	Unknown	£1.00	£250.00
SL9	39	The Street – Duck Corner – o/s Corner House	Unknown	£1.00	£250.00
SL10	40	The Street – opposite The Clumber	Unknown	£1.00	£250.00
SL11	41	The Street – opposite The Thatch	Unknown	£1.00	£250.00
SL12	42	The Street – opposite Shepherd and Dog PH	Unknown	£1.00	£250.00
SL13	69	The Street – opposite the steps	Unknown	£1.00	£250.00
SL14	70	Tower Hill Road – o/s 1 Stebbings Lane	Unknown	£1.00	£250.00
<b>Totals</b>				<b>£14.00</b>	<b>£3,500.00</b>

## Play Equipment – Oak Hill

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
PE1	Vandal Proof Goals (2)	Oak Hill Recreation Ground, Oak Hill, Hollesley, Woodbridge	2012	£1,750.00	£2,000.00
PE2	Cantilever Swing	Oak Hill Recreation Ground, Oak Hill, Hollesley, Woodbridge	2012	£4,650.00	£6,000.00
PE3	Super Nova and Grass Mats	Oak Hill Recreation Ground, Oak Hill, Hollesley, Woodbridge	2012	£6,547.00	£8,000.00
PE4	Basketball Hoop and Concrete Base	Oak Hill Recreation Ground, Oak Hill, Hollesley, Woodbridge	2012	£3,520.00	£5,000.00
<b>Totals</b>				<b>£16,467.00</b>	<b>£21,000.00</b>

## Play Equipment – Village Hall

Asset number	Description	Location	Date Acquired	Actual Cost New	Estimated replacement cost
PE5	Slide	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	Pre 1997	£1.00	£2,000.00
PE6	Swings x 2	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2001	£5,375.00	£6,000.00
PE7	Multi Play Unit plus surfacing	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2002	£10,200.00	£14,000.00
PE8	Toddler Unit	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2002	£3,853.00	£5,000.00
PE9	Swing Barriers	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2002	£358.05	£400.00
PE10	Activity Trail	Hollesley Recreation Ground, Woodbridge Road, Hollesley, Woodbridge	2002	£1,435.00	£2,000.00
<b>Totals</b>				<b>£21,223.05</b>	<b>£29,400.00</b>

Totals

Asset Type	Total Actual Cost New	Total Estimated replacement cost
Allotments	£450.00	£450.00
Buildings	£8,432.00	£308,500.00
Dog Bins	£111.00	£1,200.00
Fences/Gates	£801.00	£8,000.00
Grit Bins	£11.00	£2,200.00
Land	£27,501.00	£0.00
Litter Bins	£484.00	£1,300.00
Notice Boards	£6,310.60	£6,909.60
Office Equipment	£929.00	£720.00
Play Equipment	£37,690.05	£50,400.00
Seats	£897.75	£3,400.00
Signs	£3,661.00	£8,660.00
Street Lights	£14.00	£3,500.00
<b>Totals</b>	<b>£87,292.40</b>	<b>£395,239.60</b>

### 3. Responsibilities

Number	Description	Details	Date
1	Maintenance of Hollesley New Cemetery – currently undertaken by Mr George Collins	Cutting of Grass, maintenance of furniture, cutting of hedges and emptying of rubbish bins	As and when required
2	Cutting of Grass at Oak Hill Playing Field – Currently undertaken by SC Norse (contract expires 31/12/2019)	Cutting of grass	13 cuts per year
3	Cutting of Grass at The Recreation Ground, - Currently undertaken by SC Norse (contract expires 31/12/2019)	Cutting of Grass	13 cuts per year
4	Monitoring of Speed Indicator Device (SID)	Monthly moving Weekly battery changes Battery charging	As and when