

Hoveton Parish Council - Asset Register

Item	Quantity	Location	Date	Value of	Method of	Useful Life	Comments
Street Lights LED	30	Throughout Hoveton (see list)	12/7/2012	25,230	Purchase Cost	30 years	
Street Lights LED	35	Throughout Hoveton (see list)	21/8/2013	26,360	Purchase Cost	30 years	
Seats & Benches	33	Throughout Hoveton (see list)	Not Known	14,008	Insurance Value	10 years	
Phoenix Recycled Material Bench	2	Riverside Park	2/12/2019	875.04	Purchase Cost	10 years	
Traditional Wooden Bench	2	Pocket Park	29/4/2020	1,400.00	Purchase Cost	10 years	Purchased by Lions Club and donated to HPC.
Picnic Tables	3	Granary Staithe	7/7/2014	1,540	Purchase Cost	10 years	
Picnic Table	1	Granary Staithe	4/9/2017	450	Purchase Cost	10 years	
Litter Bins	12	Throughout Hoveton (see list)	Not Known	2,735	Insurance Value	10 years	
Litter Bins (112Ltr Smooth Glass Fibre)	2	Littlewood Lane & Tunstead Road Footpath	4/11/2019	525.98	Purchase Cost	10 years	
Dog Waste Bins	1	Riverside Park	Not Known	125	Insurance Value	5 years	
Grit Bin	1	Wroxham Bridge (Wroxham Side)	Not Known	150	Insurance Value	10 years	
Grit Bin	1	Grange Close (Grass Area Near Entrance)	4/2/2019	352.10	Purchase Cost	10 years	
Bus Shelter	1	Stalham Road	Not Known	6,556	Insurance Value	30 years	
Village Sign	1	Junction of Stalham Road/Horning Road	Not Known	3,824	Insurance Value	10 years	
Glass-Fronted Noticeboards	2	1 Village Hall, 1 Precinct	Not Known	1,711	Insurance Value	5 years	
SAM2 (+ Data Collection Unit/Brackets)	1	Tunstead Road or Stalham Road	2/10/2017	3,150	Purchase Cost	10 years	
Additional SAM2 Bracket Sets	3	Tunstead Road or Stalham Road	1/7/2019	150	Purchase Cost	10 years	
Granary Staithe (Land)	1	Granary Staithe	27/3/2013	100,000	Purchase Cost	N/A	
Fence	1	Granary Staithe	Not Known	2,563	Insurance Value	10 years	
Pedestal Unit Sign	1	Granary Staithe	9/1/2017	460	Purchase Cost	5 years	
Life Belt & Holder	1	Granary Staithe	Not Known	200	Insurance Value	10 years	
Metal Rat Bait Stations	4	Granary Staithe	3/7/2017	140	Purchase Cost	5 years	
Laptop Computer (HP 250 G5)	1	Clerk's Residence	8/11/2017	500	Purchase Cost	5 years	Upgraded March 2021 extended life by 5 years
Microsoft Office 2016 (Digital Key)	1	Clerk's Residence	8/11/2017	240	Purchase Cost	5 years	
Mobile Cleaning & Service Trolley	1	Litter Picker's Residence	3/6/2013	136.75	Purchase Cost	5 years	
Pocket Park Disabled Access Ramp	1	Between The Old Mill and The Kings Head	2/5/2018	625	Purchase Cost	5 years	
Finger Post Sign With Five Fingers	1	Central Reservation Near Barclays Bank	3/6/2019	649	Purchase Cost	10 years	
Recycled plastic table sets	5	Granary Staithe		5000	Purchase Cost	10 years	
Recycled plastic benches	3	Granary Staithe		2420	Purchase Cost	10 years	
Hoveton Village Hall & Recreation Ground	1	30 Stalham Road, Hoveton, NR12 8DU	14/11/2016	0	N/A	N/A	Charity asset held by HPC as trustee (see Note 2).
				202,075.87			

NOTE 1

In accordance with the requirement of external auditors, assets are valued at purchase cost or, if no purchase cost is available, at insurance value with no annual uplift. Generally, items valued at less than £100 are not insured. Significant items owned by HPC with a value of less than £100 are listed below for inventory purposes only and are not included as part of the Council's asset register for audit purposes.

Item	Quantity	Location	Acquired	Value (£)	Comments
Filing Cabinets	2	Hoveton Village Hall	Not Known	Not Known	
Gazebo	1	Hoveton Village Hall	Not Known	Not Known	
Cork Noticeboard	1	Hoveton & Wroxham Medical Centre	Not Known	Not Known	
Brown Bin (Garden Waste)	1	Granary Staithe	2/10/2017	0	Not owned by HPC, so no value listed
Gavel	1	Chair's Residence	Not Known	Not Known	
Laptop Carry Case	1	Clerk's Residence	8/11/2017	15.00	
Wireless Mini Mouse	1	Clerk's Residence	8/11/2017	15.00	
160GB Toshiba Hard Drive	1	Clerk's Residence	Not Known	Not Known	
HPC Mobile Phone (EE)	1	Clerk's Residence	10/2/2016	4.99	
Arnold-Baker Local Council Admin Book	1	Clerk's Residence	1/8/2016	73.60	
Fellowes Cross Cut Shredder	1	Clerk's Residence	11/6/2018	29.99	
HP Deskjet 2632 All-in-One Printer	1	Clerk's Residence	11/6/2018	39.99	
Granary Staithe Gate Sign	1	Granary Staithe Gate	8/10/2018	10.00	
A3 Dibond Sign Panel (Bird Feeding)	1	Granary Staithe	1/4/2019	19.50	

Mooring Ring	1	Granary Staithe	2/9/2019	7.92
The Clerks' Manual 2019	1	Clerk's Residence	4/11/2019	47.50
Christmas Tree Lights & Battery Box	1	Chair's Residence	13/1/2020	37.00
Christmas Tree Sponsors Sign 2019	1	Chair's Residence	13/1/2020	19.50
Christmas Tree Sponsors Sign 2020	1	Chair's Residence	11/1/2021	19.50

NOTE 2

Hoveton Village Hall & Recreation Ground is charity property (registered charity number 303987) and as such does not have a valuation. Hoveton Parish Council became sole trustee of this charity on 14/11/2016.

NOTE 3

A list of 'disposed assets' (items owned by HPC which have been scrapped or replaced and therefore removed from the asset register/inventory) can be found below

Item	Quantity	Date Acquired / Date Disposed Of	Value (£)	Comments
Computer Carry Case	1	Not Known & 08/11/2017	Not Known	Replaced and scrapped (in poor condition).
Embroidered Map	1	01/06/2005 & 01/03/2018	220	Returned to Hoveton & District WI.
Epson BX305WF Printer	1	Not Known & 11/06/2018	Not Known	Replaced and scrapped (no longer useable).
Shredder	1	Not Known & 11/06/2018	Not Known	Replaced and scrapped (no longer useable).
Laptop Computer (G550)	1	01/08/2011 & 18/03/2019	300	Replaced and scrapped (no longer useable).
Salt/Grit Bin (Precinct)	1	Not Known & 31/03/2019	150	Bin doesn't belong to HPC (precinct owned).
Metal Rat Bait Stations	2	03/07/2017 & 29/04/2019	70	Removed by Millennium Pest Control (not used).
Bench (Granary Staithe River Frontage)	1	Not Known & 05/10/2019	Not Known	Scrapped (bench rotten).
Dog Waste Bin (Littlewood Lane)	1	Not Known & 04/11/2019	125	Replaced with litter bin and scrapped (in poor condition).
Dog Waste Bin (Tunstead Road Footpath)	1	Not Known & 04/11/2019	125	Replaced with litter bin and scrapped (in poor condition).
Wooden Benches (Riverside Park)	2	Not Known & 02/12/2019	Not Known	Replaced and scrapped (in poor condition).
Untreated Wooden Benches (Pocket Park)	2	Not Known & 29/04/2020	Not Known	Replaced and scrapped by Lions Club (in poor condition).

Hoveton Parish Council - Seats, Benches & Picnic Tables (Updated July 2020)

Location of Benches	Quantity	Type of Bench	Comments
Tunstead Road & Two Saints Close	1	Seating Bench	Wooden old style bench. Name plate unreadable. Needs TLC and repair (pegs which secure the seat slats are missing).
Stalham Road & Grange Close	1	Seating Bench	Old style metal framed bench. Moderate condition. Could do with a clean-up.
Stalham Road (By Bus Stop)	1	Seating Bench	Some verdigris evident but in good condition. Name plate = HPC Commemorating 100 years 1896-1996. Bench not listed when relocated.
Stalham Road (Village Hall)	1	Seating Bench	Newish plastic bench. Still in good condition.
Stalham Road (Opposite Village Hall)	1	Seating Bench	Fairly stout condition. Wide panel in middle back missing. Name plate = Britain in Bloom; Winner of Urban Village Competition 1991/1992.
Stalham Road & Horning Road	1	Seating Bench	Cast iron. Has been painted at some stage but could do with some TLC.
Hoveton Village Sign/Green	1	Seating Bench	Cast iron. Has been painted at some stage but could do with some TLC. In danger of being overtaken by an untrimmed Buddleia.
Hoveton Village Sign/Green (Church Rd)	1	Seating Bench	Wooden bench. Name plate = Seat given by Rita Massingham in memory of parents Evelyn & Cecil Chamberlain 1993. Needs cleaning.
Tunstead Road & Horning Road West	1	Seating Bench	Wooden bench in reasonable state. Name plate = Given to HPC by Hoveton W.I. 1922/1992 for 70th birthday.
Pocket Park (Wroxham & Hoveton Lions)	2	Seating Bench	Traditional wooden seats. Purchased by Lions Club April 2020 & donated to HPC. Several name plates dedicated to ex-Lions. Lions Club to maintain.
Pocket Park	4	Seating Bench	One name-plated Ted Day. Two are positioned under trees and look particularly scruffy.
Riverside Park (Performance Circle)	4	Seating Bench	These benches have no backs to them. Think they were originally put in place by the Broads Authority. One is being overtaken by nature.
Riverside Park (River Frontage)	2	Seating Bench	Newish plastic benches. Look in fairly good condition.
Riverside Park	2	Seating Bench	Wooden benches. One name-plated John & Amy Turton (under a tree and needs good clean-up). One formerly name-plated Les Stringer (two slats missing and very wobbly).
Riverside Park	2	Seating Bench	Plastic benches. Purchased by the Broads Authority, benches now owned and maintained by HPC under park maintenance agreement.
Riverside Park	2	Seating Bench	Phoenix recycled material benches. Purchased 02/12/2019. One name-plated JRE Draper OBE. One name-plated "presented by Bill & Vera Fox, Paul & Rosalind Corfield to commemorate the park opening 22nd July 2001".
Granary Staithe	10	Seating Bench	Plastic benches x6 (in good condition). One wooden bench in back area (missing most of its back). Two wooden benches on frontage. One bench on Staithe by fence. Two of these benches not listed on HPC asset register at time of purchase.
Granary Staithe	4	Picnic Table	One name-plated Wroxham & Hoveton Lions Club (acquired 4th September 2017).
Totals			
Seating Benches	37		
Picnic Tables	4		

Hoveton Parish Council - Litter & Dog Refuse Bins (Updated November 2019)

DOG REFUSE BINS

Location	Quantity	Ownership	Responsibility for Maintenance and Emptying
Riverside Park	1	Owned by HPC	HPC
Total	1		

LITTER BINS

Location	Quantity	Ownership	Responsibility for Emptying and Maintenance
Riverside Park (behind Kings Head, Station Road, Hoveton)	3	Owned by HPC	HPC
Granary Staithe	3	Owned by HPC	HPC
Granary Staithe Border (Norwich Road pavement)	1	Not owned by HPC	North Norfolk District Council
Church Road (outside McDonald's and in Roys smoking area)	2	Not owned by HPC	North Norfolk District Council
Church Road (outside Roys Toys and Angling Direct)	2	Not owned by HPC	North Norfolk District Council
Grange Close	1	Not owned by HPC	North Norfolk District Council
Horning Road (opposite St John's School)	1	Owned by HPC	North Norfolk District Council emptying. HPC maintenance (bin replaced by HPC in 2014).
Norwich Road (under Wroxham Bridge, to right hand side as you go towards Wroxham)	1	Not owned by HPC	North Norfolk District Council
Stalham Road (square bin outside Roys Department Store)	1	Not owned by HPC	North Norfolk District Council. (An additional round bin in this location is owned by Roys.)
Norwich Road (outside Ken's Fish & Chips and Identity clothes shop)	2	Not owned by HPC	North Norfolk District Council
Station Road (outside public toilets)	1	Not owned by HPC	North Norfolk District Council
Broads Centre Precinct	5	Owned by Precinct	Precinct
Stalham Road (opposite Village Hall)	1	Owned by HPC	North Norfolk District Council emptying. HPC maintenance (bin replaced by HPC in 2014).
Stalham Road Bus Stop	1	Not owned by HPC	North Norfolk District Council
Stalham Road (outside Roys Supermarket, near pedestrian crossing)	1	Not owned by HPC	North Norfolk District Council
Station Road (outside Barclays Bank and Capron & Helliwell/The Kings Head)	2	Not owned by HPC	North Norfolk District Council
Station Road by Station	1	Not owned by HPC	North Norfolk District Council
Tunstead Road (outside Broadland High School)	1	Not owned by HPC	North Norfolk District Council
Two Saints Close	1	Not owned by HPC	North Norfolk District Council
Hoveton Village Hall (in the outside play area)	1	Owned by HPC	Village Hall emptying. HPC maintenance (bin replaced by HPC in 2016).
Junction of Long Lane and Stalham Road	1	Owned by HPC (Acquired 2015)	HPC
Junction of Summer Drive and Footpath to Tunstead Road	1	Owned by HPC (Acquired 2015)	HPC
Junction of Salhouse Road (Brook Park) and Stalham Road	1	Owned by HPC (Acquired 2015)	HPC
Littlewood Lane	1	Owned by HPC (Acquired 2019)	HPC
Junction Footpath (from Two Saints Close) with Tunstead Road	1	Owned by HPC (Acquired 2019)	HPC

Totals

Total Number of Litter Bins	37
Number of Litter Bins Owned by HPC	14