

Asset and Responsibility Register

TUNSTALL PARISH COUNCIL

Tiffany Pollock
CLERK, TUNSTALL PARISH COUNCIL

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1. Introduction

This document contains details of all Assets and Responsibilities held by Tunstall Parish Council as of July 2021.

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.

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

Tiffany Pollock
Parish Clerk

Adopted by the Parish Council at a meeting on: *14th March 2024*

Signed:

Mrs Tiffany Pollock
Clerk

Cllr. Karol Silovsky
Chair

2. Assets

| Asset number | Description | Location | Date Acquired | Actual Cost New | Valuation as at Today | Estimated replacement cost |
|--------------|--------------------------------------|---|---------------|--------------------|-----------------------|----------------------------|
| 1 | Tunstall Community Hall ¹ | Entrance from Ashe Road, Tunstall LEASED, INSURED AND MANAGED BY TRUSTEES OF COMMUNITY HALL | | £55,000.00 | £200,000.00 | £500,000.00 |
| 2 | Tunstall Playing Fields | Entrance from Ashe Road, Tunstall LEASED, INSURED AND MANAGED BY TRUSTEES OF COMMUNITY HALL | | £1.00 | 0 | 0 |
| 3 | Bus Shelter | Outside Green Man, Woodbridge Road, Tunstall | | £200.00 | £50.00 | £3,500.00 |
| 4 | Village Sign | Ashe Road, Tunstall | | £1.00 ² | £250.00 | £3,000.00 |
| 5 | Play Equipment | Tunstall Playing Fields, Entrance from Ashe Road, Tunstall LEASED, INSURED AND MANAGED BY TRUSTEES OF COMMUNITY HALL | | £1.00 ³ | £2,000.00 | £70,000.00 |
| 6 | Tunstall Common (SSSI) | Land North of B1078 and to right of Walk Farm Road, Tunstall | | £1.00 | 0 | 0 |
| 7 | Fence Replaced by S Smith | From Woodbridge Road to Playing Field, concrete posts and wire, adjoining Duck Cottage | | 0 | 0 | 0 |
| 8 | Grit Box | Ashe Road, Tunstall | | £20.00 | £1.00 | £200.00 |
| 9 | Litter Bins | On Playing Field | | £25.00 | £10.00 | £300.00 |
| 10 | | On side of bus shelter | | £25.00 | £10.00 | £200.00 |

¹ Leased to Mrs Johnstone, Mrs Skeet and Mr McCulloch (Lessees) for 199 years from 18.6.04 – MANAGEMENT AGREEMENT SIGNED 30TH JANUARY 2023

² Actual cost unknown

³ Actual cost unknown

| Asset number | Description | Location | Date Acquired | Actual Cost New | Valuation as at Today | Estimated replacement cost |
|--------------|---------------|--|---------------|--------------------|-----------------------|----------------------------|
| 11 | Notice Boards | Outside Green Man, Woodbridge Road | | £500.00 | £400.00 | £800.00 |
| 12 | | Snape Bridge Triangle, Snape Bridge | | £0.00 ⁴ | £600.00 | £600.00 |
| 13 | | Opposite 3 Tunstall Common | | £0.00 ⁵ | £600.00 | £600.00 |
| 14 | Dog Bins | In Longmans Lane (Woodbridge Road end) | | £50.00 | £10.00 | £125.00 |
| 15 | | On the Playing Field | | £50.00 | £10.00 | £125.00 |
| 16 | | Ashe Road (near The Fields) | | £125.00 | £10.00 | £125.00 |
| 17 | | On footpath from Community Centre to Ashe Road | | £50.00 | £10.00 | £125.00 |
| 18 | | In Longmans Lane (Orford Road end) | | £50.00 | £10.00 | £125.00 |
| 19 | | On junction of Blaxhall Church Road and School Lane | | £125.00 | £10.00 | £125.00 |
| 20 | | Car Park at entrance to Brackenbury Farm (Tunstall Common) | | £125.00 | £10.00 | £125.00 |
| 21 | | Street Farm Close, next to number 2 | | £125.00 | £10.00 | £125.00 |

⁴ Donated

⁵ Donated

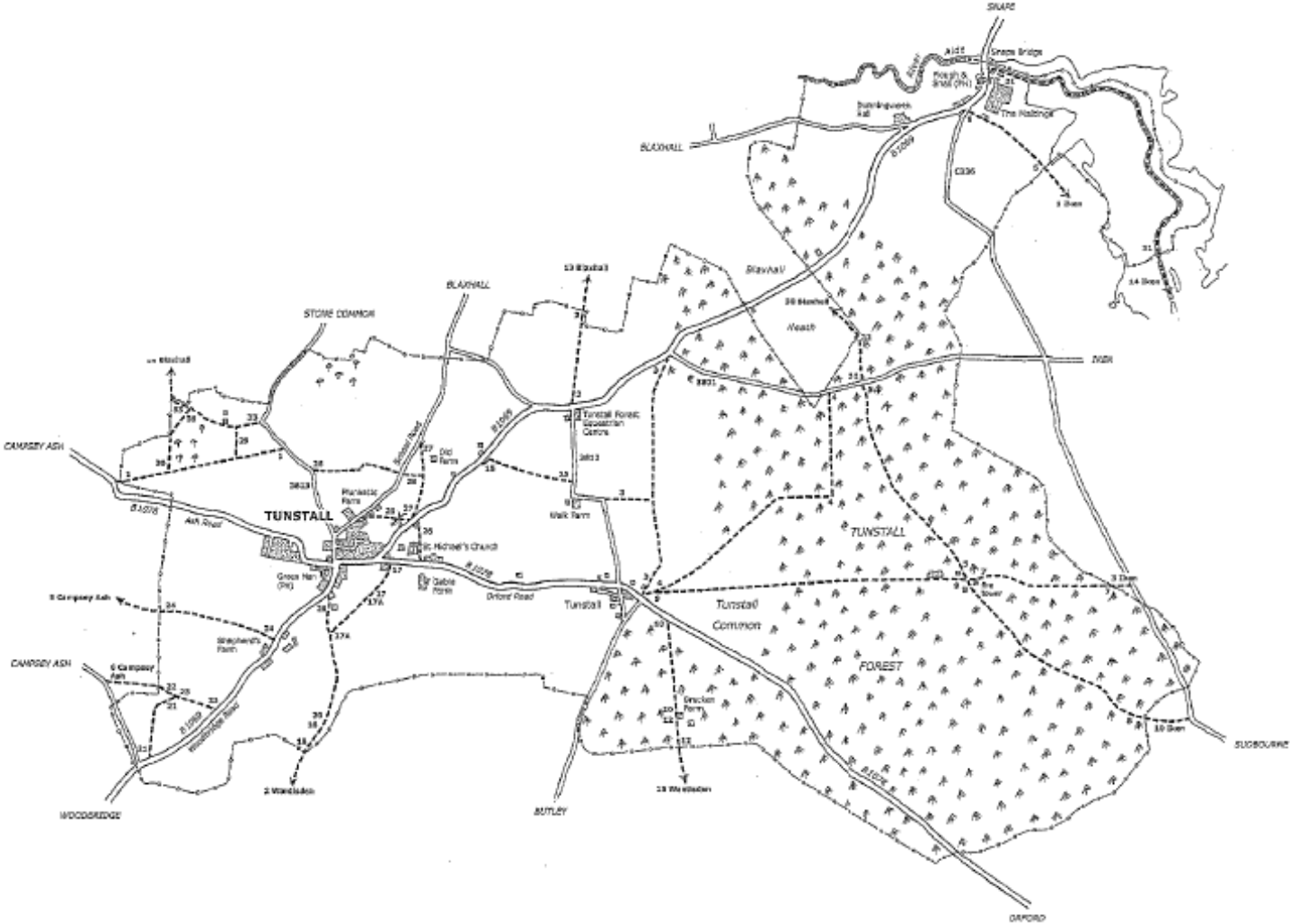
| Asset number | Description | Location | Date Acquired | Actual Cost New | Valuation as at Today | Estimated replacement cost |
|--------------|---|--|----------------------|-----------------|-----------------------|----------------------------|
| 22 | Office equipment (Filing cabinets, stationary, paper, etc.) | Held both at Clerk's house (1 CountryLife Cottage, Orford Road, Tunstall, Woodbridge IP12 2JA) and in Council Office (Tunstall Community Hall, Tunstall) | | £100.00 | £100.00 | £300.00 |
| 23 | Square of Land at top of Access Road to Playing Field | Entrance from Ashe Road, Tunstall | 2004 | £2,500.00 | 0 | 0 |
| 24 | Defibrillator | On wall outside The Green Man Public House, Woodbridge Road, Tunstall | January 2015 | £2,000.00 | £2,000.00 | £2,000.00 |
| 25 | Flail (for cutting Tunstall Common) | Held by Cllr. Kevin Ross at IP12 2JU Reference KL 270 SW S | April 2015 | £3,414.00 | £3,414.00 | £3,414.00 |
| 26 | WWI Bench | Situated on the Recreation Ground | August 2015 | £600.00 | £600.00 | £600.00 |
| 27 | Speed Indicator Device | Situation on one of four posts around the village | March 2017 | £3,050.00 | £3,050.00 | £3,175.00 |
| 28 | Tommy Silhouettes | 18 – all stored in Tunstall Church (9 obtained by grant) | November 2018 | £450.00 | £450.00 | £450.00 |
| 29 | Speed Gun (Serial No. 2753) | Used by Community Speed Watch Group Stored at Church Farm Barn, Orford Road | November 2019 | £1,062.00 | £1,062.00 | £1,062.00 |
| 30 | Multi-Use Games Area (MUGA) | Situated on the Recreation Ground LEASED, MANAGED AND INSURED BY COMMUNITY HALL TRUSTEES | November 2020 | £75,000.00 | £75,000.00 | £75,000.00 |
| 31 | Fence around Play Park | Situated on the Recreation Ground | Dec 2020 and earlier | £4,000.00 | £4,000.00 | £4,000.00 |
| 32 | Picnic Benches (4 in total) | Situated on the Recreation Ground | Dec 2020 and earlier | £710.00 | £710.00 | £800.00 |
| 33 | Goal Posts | Situated on the Recreation Ground | | £2.00 | £2.00 | £1,600.00 |
| 34 | Village Planters (5 of) | Located around Tunstall | | | | |

| Asset number | Description | Location | Date Acquired | Actual Cost New | Valuation as at Today | Estimated replacement cost |
|---------------|-------------|--|---------------|--------------------|-----------------------|----------------------------|
| 35 | Laptop | 1 CountryLife Cottages, Orford Road, Tunstall, Woodbridge, Suffolk | | £400.00 | £400.00 | £400.00 |
| 36 | MUGA Laptop | Stored in the Parish Council office at the Community Hall | March 2021 | £400.00 | £400.00 | £400.00 |
| Totals | | | | £150,162.00 | £295,189.00 | £673,401.00 |

3. Responsibilities

| Number | Description | Details | Date |
|--------|--|---|-----------------------------|
| 1 | Maintenance of footpath from Playing field to Ashe Road | Cutting of hedge when required | As and when |
| 2 | Servicing the Church Clock | The Parish Council pay for the annual servicing of the Clock at St Michael and All Saints Church, Tunstall. This is reviewed periodically | Annually (usually November) |
| 3 | Office in Community Hall | Keep the office clean and tidy and report any structural defects to the Community Hall Committee | As and when |
| 4 | Grass cutting of playing field, Play Park and Land around Community Centre | Presently carried out East Suffolk Services | 10 cuts a year |
| 5 | Grass cutting at Snape Bridge Triangle | Cut by East Suffolk Services | 3 times per year |
| 6 | Grass cutting at The Fields | Cut by East Suffolk Services | 3 times per year |
| 7 | Flood Detention Basin (Catchment Pit) | Periodic inspections by the Clerk or a Councillor. Organising, managing and funding the general maintenance works arising. Liaison with the Landowner who is to dredge (<i>free of charge</i>) as and when reasonably necessary | Each quarter |
| 8 | Move SID | Move regularly, recharge, and change battery | As and when |

Appendix 1: Map of Tunstall Village



Appendix 2: Pictures of Assets

| | | | | | | |
|--|---|--|---|--|---|---|
|  <p><i>Asset 1 - Community Centre</i></p> |  <p><i>Asset 2 - Playing Field</i></p> |  <p><i>Asset 3 - Bus Shelter</i></p> |  <p><i>Asset 4 - Village Sign</i></p> |  <p><i>Asset 5 - Play Equipment</i></p> |  <p><i>Asset 6 - Tunstall Common</i></p> |  <p><i>Asset 7 - Fence</i></p> |
|  <p><i>Asset 8 - Grit Box</i></p> |  <p><i>Asset 9 - Litter Bin</i></p> |  <p><i>Asset 10 - Litter Bin</i></p> |  <p><i>Asset 11 - Notice Board</i></p> |  <p><i>Asset 12 - Notice Board</i></p> |  <p><i>Asset 13 - Notice Board</i></p> |  <p><i>Asset 14 - Dog Bin</i></p> |
|  <p><i>Asset 15 - Dog Bin</i></p> |  <p><i>Asset 16 - Dog Bin</i></p> |  <p><i>Asset 17 - Dog Bin</i></p> |  <p><i>Asset 18 - Dog Bin</i></p> |  <p><i>Asset 19 - Dog Bin</i></p> |  <p><i>Asset 20 - Office Equipment</i></p> |  <p><i>Asset 21 - Land at top of Access Road</i></p> |
|  <p><i>Asset 22 - Defibrillator</i></p> |  <p><i>Asset 23 - Flail</i></p> |  <p><i>Asset 24 - WWI Bench</i></p> |  <p><i>Asset 25 - Speed Indicator Device</i></p> |  <p><i>Asset 26 - Tommy</i></p> |  <p><i>Asset 27 - Speed Gun</i></p> |  <p><i>Asset 30 - MUGA</i></p> |

Appendix 3: Pictures of Responsibilities



Snape Triangle



Tunstall Flood Basin

Change History

| Version | Description | Date |
|------------|------------------------------------|--------------------------------|
| March 2024 | Asset 34 – Flower planters removed | 20 th February 2024 |