

**BILTON WITH BICKERTON PARISH COUNCIL ASSETS**

**ASSET REGISTER @ 6<sup>th</sup>. MARCH 2008**

<b>ASSET No.</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
1*	PC Notice Board	Church Street Bilton
2.1	PC & PCC Notice Board	Main Street Bickerton
2.2	PC & Village Society Notice Board	Main Street Bickerton near Mrs Scotts House
3.1	Bickerton Village Signs (2off)	B1224 both sides of village
3.2	PC Boundary Stone	Junction of B1224 & Rudgate
3.3*	PC Boundary Stone	Opposite side of road to County Boundary marker on B1224 from Wetherby
4	Car Park including timber fence and hedge / trees along South boundary. Access over shared Chequers Inn driveway	To South of Chequers Inn Bilton
5	Car park signs	a) within car park b) attached to car park fence c) sign formally over PC Notice Board, Church Street, Bilton is now integrated with it
6	War Memorial	St. Helens Church Bilton
7	New Bench Seat	Near Chestnut Farm, Church Street, Bilton
8	Ist World War Artillery Shell War Memorial	Main Street Bickerton
9*	Memorial Plaque	St. Helens Church Bilton within Entrance porch
10*	Metal bridleway and field gate	Moor Lane Bilton
11*	Timber bridleway and field gate	End of Main Street leading toward Ingmanthorpe Bickerton

**NB \* Alteration or additional to Asset Register of 2006**

**Apparent changes since last report**

<b>ASSET No.</b>	<b>DESCRIPTION</b>	<b>CHANGE OR COMMENT</b>
1	PC Notice Board Church Street Bilton	a) Notice Board replaced and has now integrated the car park sign
2.1	PC & PCC Notice Board Main Street Bickerton	b) Notice Board refurbished
2.2	PC & Village Society Notice Board Main Street	c) Notice Board refurbished d) Stability of single post continues to be of concern
3.3	PC Boundary Stone opposite to County Boundary marker	e) Relocated to opposite side of road to County Boundary marker following accident
4 + 5	Car Park including timber fence and hedge / trees along South boundary. Access via shared Chequers Inn driveway	f) Continues to be leased to Punch Taverns and is now dressed with gravel stones. An additional car park sign on post and rail fence indicates it is for customers and visitors
9	Memorial Plaque	g) Now formally erected within St Helens entrance porch
10	Metal bridleway and field gate Moor Lane Bilton	h) Metal gate and posts erected to prevent unauthorised vehicular access to un-metalled area of Moor Lane
11	Timber bridleway and field gate twixt Main Street leading toward Ingmanthorpe Bickerton	i) Timber gates and posts erected to prevent unauthorised vehicular access along bridleway

**PARISH RISK ASSESSMENT FORM**

**SHEET ...1.... Of ...14.....**

<b>Asset Item No.</b> 1 - PC Notice Board	<b>Description:</b> Timber Notice Board with glazed door mounted on single wood post set into grass area with integrated Chequers Inn pub and Parish Car Park sign. (While there is a distinct forward lean to the post and notice board it seems to be sound). Paved access area and steps

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Post & Notice board falling onto persons	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) structure should be checked following adverse weather conditions such as gales	P	S	L
Cuts by damaged glazing and falling doors	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as lose hinges & cracked glazing. Ad-Hoc visual checks whenever parish notices being displayed	P	S	L
Slips Trips and Falls on paved areas and steps	Parishioners and visitors	P	M	M	Periodic visual checks to ensure integrity as well as stability of pavers and steps, including being free from lichen and other vegetation Ad-Hoc visual checks whenever parish notices being displayed	P	S	L

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH ASSETT RISK ASSESSMENT FORM**

**SHEET ...2.... Of ...14.....**

<b>Asset Item No.</b> 2.1 – PC & PCC Notice Board	<b>Description:</b> Timber Notice Board with 2 glazed doors mounted on 2 wood posts set into grass bank between footpath and property hedge. Paved area to front
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DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Posts & Notice board falling onto persons	Parishioners and visitors / passers-by	P	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) the structure should be checked following adverse weather conditions such as gales	P	S	L
Cuts by damaged glazing and falling doors	Parishioners and visitors / passers-by	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as lose hinges & cracked glazing. Visual checks whenever parish notices being displayed	P	S	L
Slips trips & falls	Parishioners and visitors	P	M	M	Periodic visual checks to ensure integrity as well as stability of pavers, including being free from lichen and other vegetation Ad-Hoc visual checks whenever parish notices being displayed	P	S	L

Person Completing Assessment:	Ashley Watson	Date 06..03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...3.... Of ...14.....**

<b>Asset Item No.</b> 2.2 – PC & Village Society Notice Board	<b>Description:</b> Timber Notice Board with single glazed doors mounted on a single wood posts set into grass area between footpath and property hedge
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DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Post & Notice board falling onto persons	Parishioners and visitors	L	M	M	Periodic visual checks to ensure stability of structure and absence of visible defects such as wood rot and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) structure should be checked following adverse weather conditions such as gales (Movement of post <u>still</u> needs to be investigated to ensure integrity)	L	M	M
Cuts by damaged glazing and falling door	Parishioners and visitors	P	M	M	Periodic visual checks to ensure stability of door structure and absence of visible defects such as wood rot and general deterioration as well as lose hinges & cracked glazing. Visual checks whenever notices being displayed	P	S	L

Person Completing Assessment:	Ashley Watson	Date 06..03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...4.... Of ...14.....**

<b>Asset Item No.</b> 3.1 – Village Signs	<b>Description:</b> 2off Bickerton Village signs located on verges of B1224 both East & West of village. Signs are mounted on brick and stone structures set some two metres back from carriageway. Signs were subject to planning approval prior to erection
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DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with signs	Motorists and other users of B1224	P	H	M	Signs are set back from carriageway traffic flow by at least 2 metres and are normally visible well in advance of the village. However, vegetation growth at certain times of the year combined with poor visibility may disguise their presence to persons leaving the carriageway in an emergency. Ensuring that signs do not become overgrown is an essential control. The Councillors should remain vigilant to control the risk	P	S	L

Person Completing Assessment:	Ashley Watson	Date 06..03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...5.... Of ...14.....**

<b>Asset Item No.</b> 3.2 – PC Boundary Stone	<b>Description:</b> Parish Council (PC) Boundary Stone located on the verge to East of Bickerton at the junction of B1224 and Rudgate. The stone is mounted on a plinth being positioned between a large road sign on a multi-legged support and a wood pole carrying electric cables..
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DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with stone	Motorists and other users of B1224	P	M	M	Boundary Stone is set well back from the junction carriageway traffic flow, well in excess of 2 metres. In normal conditions it is highly unlikely that it would contribute to accidental damage. However, vegetation growth at certain times of the year combined with poor visibility may disguise its presence to persons leaving the carriageway for any reason. Ensuring that the stone does not become overgrown is a prudent control measure. Councillors should remain vigilant to control the risk	P	S	L

Person Completing Assessment:	Ashley Watson	Date 06.03.2008	
Person Reviewing Assessment:		Review Date: 2010	

**PARISH RISK ASSESSMENT FORM**

**SHEET ...6.... Of ...14.....**

<b>Asset Item No.</b> 3.3 – PC Boundary Stone	<b>Description:</b> Parish Council (PC) Boundary Stone is now located on the Southern verge of the B1224 opposite to the County Boundary marker to the West of Bickerton.

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Impact with Boundary Stone	Motorists and other users of B1224	P	H	M	<p>The Boundary Stone is now located on the Southern side of the B1224 some 2 metres from the edge of the carriageway opposite to a comparatively large reflective County Boundary marker.</p> <p>Vegetation growth at certain times of the year combined with poor visibility may disguise its presence to persons leaving the carriageway for any reason. Ensuring that the stone does not become overgrown is a prudent control measure. Councillors utilising this stretch of road should remain vigilant to control the risk</p> <p>Note The Boundary Stone has been relocated from the Northerly side of the B1224 following the accidental demolition of the County Boundary marker. Relocation has enabled the stone to be set back into verge further away than it was formerly from the carriageway</p>	P	S	L
Person Completing Assessment:	Ashley Watson	Date 06.03.2008						
Person Reviewing Assessment:		Review Date: 2010						



**PARISH RISK ASSESSMENT FORM**

**SHEET ...7.... Of ...14.....**

<b>Asset Item No.</b> 4 – Car Park	<b>Description:</b> The car park, which is unlit, is located to the South of the Chequers Inn. It is surfaced with gravel stones and bounded by a combination of post and rail fencing, natural hedging to the South and boundary wall and shrubbery to the West. The access driveway is shared with the Chequers Inn and has had a macadam surface applied to the slope from the road, all of which appears to be in good order. It is understood that there is an arrangement (lease) with Punch Taverns to permit customers to share the car park with visitors
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DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Vehicular impact	Persons accessing car park and Chequers Inn “picnic Area”	L	H	H	a) Car park approach and general layout necessitates drivers to proceed slowly. b) Widened access to car park enables improved separation of vehicles and pedestrians entering and leaving c) Car Park lighting may be a beneficial addition although the environmental impact would have to be assessed. This should however be reviewed in the event of any “near miss” incidents d) The Chequers should be requested to formally report any accidents (including near miss incidents) to the Parish Council	P	S	L
Slips trips and falls	General public, patrons of the Inn and Parishioners	L	H	H	As above	P	S	L

Person Completing Assessment:	Ashley Watson	Date 06.03.2008	
Person Reviewing Assessment:		Review Date: 2010	

**PARISH RISK ASSESSMENT FORM**

**SHEET ...8.... Of ...14.....**

<b>Asset Item No.</b> 5 – Car Park Signs	<b>Description:</b> Signs are located (a) in the car park at high level, within shrubbery, on timber posts to the South of the Chequers Inn driveway and (b) on the post and rail fence; however this sign may well be the responsibility of Punch Taverns. The sign, formally above the PC Notice Board on Church Street Bilton, is now integrated with it.

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Posts & Car park notice boards falling onto persons	General public, patrons of the Inn and Parishioners	U	S	L	a) Suggest periodic visual checks to ensure structure is free from visible defects such wood rot and general deterioration including alignment (leaning). In addition to periodic checks (minimum annually) Structure should be checked following adverse weather condition such as gales. b) While the sign attached to post and rail fence would seem to present a very low risk of injury it would be prudent to include it with control measure inspections as in a) above c) Ownership of new sign should be established	V	S	L

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...9.... Of ...14.....**

<b>Asset Item No.</b> 6 – 1914 ~1918 War Memorial @ St Helens	<b>Description:</b> The War Memorial consisting of a Calvary Cross and base is mounted within the Churchyard to the West of St Helens Church. It was renovated in October 2002 and currently appears in good repair
	<b>U</b>

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse causing injury to persons below	Worshippers, general public, visitors and Parishioners	U	H	M	The memorial is visibly in a good state of repair and control measures suggested are periodic visual checks of the structure to determine absence of cracks and general deterioration as well as alignment (leaning). In addition to periodic checks (minimum annually) the structure should be checked following adverse weather conditions such as gales and in the event of lightning strikes	V	H	L

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008	
Person Reviewing Assessment:		Review Date: 2010	

**PARISH RISK ASSESSMENT FORM**

**SHEET ...10.... Of ...14.....**

<b>Asset Item No.</b> 7 – New Bench	<b>Description:</b> The new bench and concrete base was erected in June 2003 near to Chestnut Farmhouse. The grass verge area on which it stands is flat and level and is several meters from the Church Street carriageway. A flagged area has been added in front of the seat to prevent erosion

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / damage causing injury to persons using bench seat	General public, visitors and Parishioners	U	S	L	The seat is comparatively new and visibly in a good state of repair, although there are signs of algae growth on some surface areas.  Control measures suggested are periodic visual checks of the structure to determine absence of general deterioration and rot as well as structure being free from accidental and deliberate damage (vandalism). The integrity of the flags in front of the seat should also be included in periodic checks	U	N	L
Motor vehicle impact	General public, visitors and Parishioners	V	M	L	Accidental vehicle damage is very unlikely due to location away from the Church Street carriageway	V	M	L

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
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**PARISH RISK ASSESSMENT FORM**

**SHEET ...11.... Of ...14..**

<b>Asset Item No.</b> 8 – 1 <sup>st</sup> . World War Artillery Shell War Memorial	<b>Description:</b> The shell stands on a marble faced base between the footpath and dwelling boundary hedge on Main Street Bickerton. The structure appears in good sound repair

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / causing injury to passers-by	General public, visitors and Parishioners	V	S	L	The control measures suggested are periodic visual checks of the structure to determine absence of general deterioration and impact damage. Suggested frequency is annually.	V	S	L
Motor vehicle impact	General public, visitors and Parishioners	U	S	L	Accidental vehicle damage is unlikely due to location away from Main Street carriageway	U	S	L

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...12.... Of ...14..**

BILTON WITH BICKERTON PARISH COUNCIL

<b>Asset Item No.</b> 9 – Memorial Plaque (1914 – 1918 and 1939 – 1945 World Wars)	<b>Description:</b> The Memorial Plaque has been erected onto the internal East wall of the entry porch of St. Helen’s Church and appears to be soundly located. With minimal projection from the wall it should not constitute any form of obstruction to persons entering or leaving the Church.

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / causing injury to passers-by	Worshippers, visitors, parishioners and other members of the public	V	M	L	The control measures suggested are periodic visual checks of the structure to determine absence of general deterioration, movement or impact damage. Suggested formal frequency is annual. However, this could be supplemented by general observation when Parish Councillors visit the Church	V	M	L

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...13.... Of ...14..**

<b>Asset Item No.</b> 10 – Metal bridleway and field gate Moor Lane Bilton	<b>Description:</b> Metal bridleway and field gate hung from metal posts. The gate being erected to prevent unauthorised vehicle access from the metalled public highway section of Moor Lane .

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / causing injury to people and animals	Passers-by, horse riders and agricultural workers	P	M	M	The control measures suggested are periodic visual checks of the structure to determine absence of general deterioration and accidental damage, as well as the effectiveness of hinges fastenings and stays  Suggested formal frequency is annual. However, this could be supplemented by general observation should Parish Councillors have occasion to pass along Moor Lane	U	S	L
Malfunction of gate components	Passers-by, horse riders and agricultural workers				As above			

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
Person Reviewing Assessment:		Review Date: 2010		

**PARISH RISK ASSESSMENT FORM**

**SHEET ...14.... Of ...14..**

<b>Asset Item No.</b> 11 – Timber bridleway and field gate Main Street to Ingmanthorpe Bickerton	<b>Description:</b> Timber bridleway and field gate hung from tanalised timber posts. The gates being erected to prevent unauthorised vehicle access from the metalled public highway section of Main Street Bickerton along the extent of the bridleway to Ingmanthorpe .

DELETE AS REQUIRED \*

HAZARDS (1)	PERSONS AFFECTED (2)	RISK (3)			CONTROL MEASURES (4) (list control measures that are provided and required)	RISK (5)		
		L	S	R		L	S	R
Structural collapse / causing injury to people and animals	Passers-by, horse riders and agricultural workers	P	M	M	The control measures suggested are periodic visual checks of the structure to determine absence of general deterioration and accidental damage, as well as the effectiveness of hinges fastenings and stays  Suggested formal frequency is annual. However, this could be supplemented by general observation should Parish Councillors have occasion to pass along Moor Lane	U	S	L
Malfunction of gate components	Passers-by, horse riders and agricultural workers				As above			

Person Completing Assessment:	Ashley Watson	Date: 06.03.2008		
Person Reviewing Assessment:		Review Date: 2010		