

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Tuesday, 16th May 2023 at 7.30pm

Present	Councillor R Fowler (Chair: Items 1 to 3)	RF
	Councillor A Bunce	AB
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Councillor N Rose	NR
	Councillor C Sully (Chair: Items 4 to end)	CS
	Councillor J Wilkinson	JW
In Attendance	Mrs H Farrelly (Clerk)	HF
Apologies	Bucks Councillor J Macbean	JM
	Bucks Councillor P Birchley	PB
Abbreviations	The Lee Parish Council	TLPC
	Great Missenden Parish Council	GMPC
	Little Missenden Parish Council	LMPC
	Buckinghamshire Council	BC

Agenda Number	Action	Item
1.	INTRODUCTORY REMARKS BY CHAIR Councillor Fowler welcomed everyone to the meeting.	23/38
2.	APOLOGIES Buckinghamshire Councillors Birchley and Macbean had sent their apologies.	23/39
3.	ELECTION OF THE CHAIRMAN Cllr Little proposed Cllr Sully as Chair; seconded by Cllr Rose. Cllr Sully was unanimously elected for a period of one year.	23/40
4.	ELECTION OF THE VICE-CHAIRMAN Cllr Sully proposed Cllr Chinnery as Vice Chair; seconded by Cllr Bunce. Cllr Chinnery was unanimously elected for a period of one year.	23/41
5.	RESIGNATION OF COUNCILLOR AND ADVERTISING OF A CASUAL VACANCY Cllr Fowler tendered her resignation from the Parish Council with immediate effect. Cllr Sully thanked Cllr Fowler, on behalf of all councillors, for her hard	23/42

Agenda Number		Action	Item
	<p>work and dedication whilst on the parish council. Cllr Fowler had made a huge contribution over the years to the community and as Chair of the Parish Council and councillors wished her well in her retirement from the council.</p> <p>A notice of a casual vacancy will be published on the website and noticeboards on the 17th May 2023, following which there is a period of 14 working days in which members of the public can request an election. If no such election is requested, then the vacancy will be filled by co-option. Applications are being sought from the local community to fill the vacancy.</p> <p>Ruth Fowler left the meeting.</p>		
6.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Tuesday, 14th March 2023 were approved. The Chair signed the minutes and a copy will be published on the website.</p>	HF	23/43
7.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>None</p>		23/44
8.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p> <p>None</p>		23/45
9.	<p>REPORT FROM COUNTY COUNCILLORS</p> <p>There were no County Councillors present at the meeting.</p>		23/46
9.1	<p>Enforcement Updates</p> <p>No update</p>		23/46/1
9.2	<p>Installation of VAS at Kings Ash</p> <p>Engineers are surveying sites in the next 2/3 weeks.</p>		23/46/2
10.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>None</p>		23/47

Agenda Number		Action	Item
11.	CLERK'S REPORT		23/48
	Nothing to report.		
12.	<p>CHAIR'S REPORT</p> <ol style="list-style-type: none"> 1. The Parish Hall has not made a charge to the Parish Council for holding meetings for quite some time, but they have now formalised this arrangement. At their last AGM it was agreed that going forward they would not be charging any hire fees for community related activities, which includes Parish Council meetings. They have clarified that they will not be charging us now or in the future; their view is that the Hall is a community asset and that no charge should be made for any not for profit or fundraiser that benefits the community. Many thanks are due to the Parish Hall Committee for this generous decision. 2. Although there is no further information about the future of the Methodist Chapel, it is understood that the South Bucks Jewish Community will not be proceeding with a purchase. 3. At last meeting the Parish Council approved a small grant towards the cost of the Coronation celebrations. In fact a donation of £500 has been obtained from the EKFB Social Fund, therefore the Parish Council's contribution to enable the event to break even is less than originally anticipated. The Chairman wished to record his thanks, on behalf of the parish council, to Phil Harrison and Chris Nevill for their help and contribution to the coronation celebrations. 4. Councillors may not be aware that Jim Spence has been voluntarily mowing the grass around the War Memorial for the past 25 years, having taken over this responsibility from Robin Allison. Unfortunately so many people have been allowing their dogs to foul the grassed area that Jim feels it impossible to continue. The Chairman formally recorded the Council's thanks to him for all his efforts over the years. 		23/49
13.	FINANCE & GOVERNANCE		23/50
13.1	<p>To note the Accounts for period ending 31st March 2023</p> <p>See APPENDIX 1 for Financial Summary – 1st April 2022 to 31st March 2023</p> <p>The final year end accounts were circulated prior to the meeting. They show that, rather than the deficit anticipated when the budgets were set, TLPC ended the year with a surplus of £3,582.82 of which:</p> <ul style="list-style-type: none"> • £1500 was budgeted but not spent on legal costs • £1500 was budgeted as contingency for fencing costs, which did not proceed • The TLPC contribution towards Barnaby's memorial was not spent <p>It is therefore proposed that the following transfers to reserves are made, as shown on the Budgets sheet:</p>		23/50/1

Agenda Number		Action	Item																		
	<table border="1" data-bbox="236 197 1233 472"> <tr> <td>To Playground reserve</td> <td>£800.00</td> <td>unspent budget</td> </tr> <tr> <td>To Allotment deposits</td> <td>£150.00</td> <td>additional fencing deposit</td> </tr> <tr> <td>To Memorial tree reserve</td> <td>£50.00</td> <td>additional contribution</td> </tr> <tr> <td>To Professional Fees reserve</td> <td>£1500.00</td> <td>unspent in 22/23 so reserved against 23/24 expenditure</td> </tr> <tr> <td>To General reserves</td> <td>£1082.82</td> <td>balance</td> </tr> <tr> <td>Total</td> <td>3582.82</td> <td></td> </tr> </table> <p data-bbox="236 517 1233 622">Councillors noted the circulated financial summary as a correct record of the TLPC accounts for the period up to 31st March 2023 and approved the transfers to reserves.</p>	To Playground reserve	£800.00	unspent budget	To Allotment deposits	£150.00	additional fencing deposit	To Memorial tree reserve	£50.00	additional contribution	To Professional Fees reserve	£1500.00	unspent in 22/23 so reserved against 23/24 expenditure	To General reserves	£1082.82	balance	Total	3582.82			
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Total	3582.82																				
13.2	<p data-bbox="236 674 1233 707">To approve the draft Year-end accounting statements</p> <p data-bbox="236 752 1233 857">Councillors were happy to approve the circulated draft accounting statements, and these can now be sent to the internal auditor as part of the internal audit.</p>		23/50/2																		
13.3	<p data-bbox="236 904 1233 938">To note progress for the Internal Audit for 2023/23</p> <p data-bbox="236 983 1233 1088">All requested paperwork has been sent to the internal auditor and the draft accounting statements, which have just been approved, will be sent asap in order that the internal audit can be completed before the June meeting.</p>		23/50/3																		
13.4	<p data-bbox="236 1135 1233 1169">To note the accounts for period ending 30th April 2023</p> <p data-bbox="236 1214 1233 1247">See APPENDIX 2 for Financial Summary – 1st April 2023 to 30th April 2023</p> <p data-bbox="236 1292 1233 1359">Councillors noted and approved the circulated financial summary as a correct record of the TLPC accounts for the period up to the 30th April 2023.</p>		23/50/4																		
13.5	<p data-bbox="236 1411 1233 1444">To note budget and projected income/expenditure 2023/24</p> <p data-bbox="236 1489 1233 1594">Councillors noted that there had been very little income/expenditure as it was early in the financial year, and therefore the projected income/expenditure remains as the original budget.</p>		23/50/5																		
13.6	<p data-bbox="236 1641 1233 1675">Bank Accounts and Mandate</p> <p data-bbox="236 1720 1233 1787">Cllr Rose has now been added to the bank mandate. Cllr Fowler, due to her resignation, will be removed.</p>		23/50/6																		
13.7	<p data-bbox="236 1836 1233 1870">Invoices Noted as Paid</p> <ul data-bbox="236 1915 1233 2063" style="list-style-type: none"> • Sovereign Play Equipment/Beam - £300.00 • Chesham Town Council - £1794.00 • DCK Accounting - £45.60 • Playground Expenses - £90.99 		23/50/7																		

Agenda Number		Action	Item
	<ul style="list-style-type: none"> • Playground Expenses - £18.98 • Sinorrah - £472.32 • Zurich Insurance - £1217.76 • BMKALC - £10.00 • Coronation Expenses - £41.97 • Ornamental Trees - £394.99 • Staking Kit - £22.00 		
13.8	<p>To approve a new policy document for IT Volunteers</p> <p>This new policy document, which was circulated prior to the meeting, forms the template for risk management of and undertakings by all future volunteers who may work on the council's IT website, forum and other IT systems. A separate annexe will detail the precise responsibilities of each volunteer.</p> <p>Councillors approved the policy.</p>		23/50/8
13.9	<p>To review and adopt policies</p> <p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> • Code of Conduct • Financial Regulations • Standing Orders • Press & Media Policy 		23/50/9
14	COUNCIL PROPERTY – REPORTS AND ACTIONS		23/51
14.1	<p>Playground Equipment</p> <p>A recent Sovereign safety inspection report has been reviewed. There is an anomaly with the previous report which is being questioned. Overall the recent report gives a low risk to all items with the exception of the timber multi play climbing frame which is considered a medium risk due to some timber fatigue which we will review. The report contained a quotation for the replacement of the structure.</p> <p>The report also noted concern on the wash out areas on the embankments around the tunnel. This work is awaiting action by the Chesham town council team. We are considering including this with other surface improvement noted in the report. We are currently seeking further quotations for all the required surface work.</p> <p>The volunteers have replaced the missile damaged mirror windows each side of the tunnel with more robust material. Please report any further damage to the Clerk and myself.</p>		23/51/1
14.2	Sovereign Estimate for Replacement Matting		23/51/2

Agenda Number		Action	Item
	<p>Further quotations are being sought for the replacement matting in the playground area.</p> <p>Proposal for safety matting will come to the next parish council.</p>	HJF	
14.3	<p>Benches and Tables at the Playground and Allotments</p> <p>Nothing to report.</p>		23/51/3
14.4	<p>Grass, trees, hedges, gates and fencing at the allotments and playground</p> <p>Nothing to report.</p>		23/51/4
14.5	<p>Allotments and Tenancies</p> <p>Following a recent general notice to allotment holders in early Spring to remove unnecessary rubbish and debris, TLPC carried out an inspection of the plots in May.</p> <p>Unfortunately there were issues identified with the majority of the plots with terms and conditions not being adhered to and permissions not being sought for the erection of fencing.</p> <p>It has been agreed that an Open Meeting with tenants will be arranged to meet with allotment tenants to discuss matters further and to agree next steps.</p>		23/51/5
14.6	<p>Well and Memorial</p> <p>Quotations have been received for remedial works. Councillors approved this expenditure and Cllr Wilkinson will make arrangements with the contractor.</p>		23/51/6
14.7	<p>Roadside Benches</p> <p>Nothing to report.</p>		23/51/7
14.8	<p>Land Registration and Ownership</p> <p>Nothing to report.</p>		23/51/8
14.9	<p>Asset Ownership</p> <p>Councillors agreed that a meeting regarding identified parish council assets will be arranged with residents residing in close proximity.</p>		23/51/9
14.10	<p>Barnaby Usborne Memorial Tree</p>		23/51/10

Agenda Number		Action	Item												
	<p>The tree, a Flowering Cherry, has been procured and was delivered last week. Following an adhoc consultation with Cllr Sully and Cllr Chinnery various positions were considered and one particular position was agreed.</p> <p>TLPC would like to thank Phil Easement who provided a digger and some time to dig the hole and the tree was able to be planted.</p> <p>A ceremony is planned for 11.00am next Saturday, 20th May, subject to the family's confirmation, when it is proposed that a red ribbon is formally cut by Barnaby's widow, Mrs Tricia Usborne.</p> <p>It is also proposed that a mid-height fence is erected around the tree to afford some protection before a surround bench seat is installed next year or possibly 2025.</p>														
15.	TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES		23/52												
15.1	<p>Footpaths</p> <p>The Chiltern Society PMV has recently repaired steps in Ballinger Bottom on the Parish Boundary.</p> <p>BCC ROW team has responded to the parish council request for a status report on action on the FP furniture differences schedule submitted some time ago. They advise that they are reviewing the document. They have made one comment that if the PRO web map indicates 'a gap was a stile' the land owner is permitted to reinstall the style.</p> <p>Councillors were asked to update Cllr Chinnery on footpath issues.</p>		23/52/1												
15.2	<p>Roads</p> <p>Nothing to report.</p>		23/52/2												
15.3	<p>BMKALC Update</p> <p>Cllr Rose has been appointed to the Executive Board of BMKALC.</p>		23/52/3												
16.	<p>PLANNING APPLICATIONS</p> <p>The Clerk reported the following:</p> <table border="1" data-bbox="236 1765 1235 2038"> <thead> <tr> <th data-bbox="236 1765 491 1854">Planning Application</th> <th data-bbox="491 1765 1005 1854">Address</th> <th data-bbox="1005 1765 1235 1854">Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="236 1854 1235 1910">Decision Completed</td> </tr> <tr> <td colspan="3" data-bbox="236 1910 1235 1989">NONE</td> </tr> <tr> <td colspan="3" data-bbox="236 1989 1235 2038">Decision Pending</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			NONE			Decision Pending				<p>23/53</p> <p>23/53/1</p>
Planning Application	Address	Decision													
Decision Completed															
NONE															
Decision Pending															

Agenda Number				Action	Item
	PL/22/3510/FA	Land to The Rear of White Cottage Swan Bottom The Lee Buckinghamshire HP16 9NH	Comments submitted Decision Pending		
	PL/22/4437/FA	Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP	Comments submitted Decision Pending		
	PL/23/0141/CONDA	High Beeches Village Road Lee Common Buckinghamshire HP16 9NE	No comments submitted		
	PL/23/0472/FA	Land Adjacent To Timberley Lane Chesham Lane Kings Ash Buckinghamshire	Comments submitted Decision Pending		
	PL/23/1199/FA	The Cart House Arrewig Lane Chartridge Buckinghamshire	Comments submitted		
	PL/23/1060/FA	Kiln Cottage Swan Bottom Road The Lee Buckinghamshire HP16 9NX	No comments submitted		
	Decision yet to be submitted				
	PL/23/1400/VRC - High Beeches Village Road Lee Common Buckinghamshire HP16 9NE				
	PL/23/1418/KA - Guild Cottage Lee Clump Road The Lee Buckinghamshire HP16 9LZ				
	Appeals				
	PL/22/1659/FA - Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ				
16.2	Other Planning Matters				23/53/2
	None				
16.3	Procedures for responding to planning applications				23/53/3
	Cllr Little proposed the planning policy and procedures and councillors approved the document.				
17.	HS2 CONSTRUCTION AND ENGAGEMENT				23/54
17.1	Leather Lane Overbridge				23/54/1
	<ul style="list-style-type: none"> The proposal for the design of the Leather Lane overbridge – which HS2 plans to submit to Buckinghamshire Council (BC) this summer – still awaits the completion of the ecological, environmental and engineering reviews of the alternatives. The local ecology campaign group has argued that the re-aligned lane should be on the north side of the existing lane, rather than to the south (which was approved by Parliament), in order to preserve the greater number of trees on the lane and provide the best mitigation for the local bat populations. EKFB / HS2 Ltd have already made changes to the original plans to significantly reduce the number of trees felled and to provide improved mitigation for the bat populations. The current review by the project is considering whether more changes need to / can be made to the plans. 				

Agenda Number		Action	Item
	<ul style="list-style-type: none"> Whatever the final outcome, it should be remembered that the local campaign has resulted in HS2 / EKFB re-thinking the design of the bridge and a significant number of trees have already been 'saved'. <p>The issue of moving the bridge from the south side to the north side is not just about trees and bats. In such a move, there would also be implications for the location of other permanent railway features in the immediate area – including an auto transfer station, bunding, hedgerows, tree planting and a permanent access road. The impacts of noise, the siting of the bunds and the relocation of railway infrastructure on residents of The Lee would need careful consideration. In such a proposal, the bridge would also be moved from Great Missenden parish into The Lee Parish.</p> <p>TLPC has therefore written to BC stating that if a plan emerges from the project to move the overbridge from the south side of the existing lane to the north side, then TLPC and its residents expect to be fully consulted on all the impacts – which would extend well beyond the issue of trees and bats.</p> <p>Progress on this design has to be made over the next few months if the project is not to be further delayed.</p>		
17.2	<p>Bowood Lane Overbridge</p> <p>The detailed design of this bridge has been referred to a planning inspector as HS2 Ltd and BC were unable to come to an agreement. The issue is not about the location, shape or size of the bridge, but about how the bridge should be used. For road safety reasons, BC want a single lane over the bridge with wide green verges (and passing places on the approaches). For rail safety reasons, HS2 Ltd want a two-lane carriageway, so that vehicles can pass each other on the bridge.</p> <p>The planning inspector – who now has to arbitrate on BC's views on road safety -v- HS2's views on rail safety – recently requested further information from both sides and a decision is expected soon.</p> <p>The outcome may well set precedents for elsewhere, including on Leather Lane.</p>		23/54/2
17.3	<p>Others HS2 Matters</p> <p>Other local construction impacts and mitigation</p> <p>The impacts of construction are more and more acutely being felt by local residents. Regular points of discussion at local liaison meetings with HS2 Ltd and the contractors include road closures; driver behaviour; traffic light operation; tree planting and farmers' access. However, our ability (as a Parish Council) to influence the project seems to be growing less and less.</p> <p>Local support for community projects</p> <ul style="list-style-type: none"> A useful but frustrating discussion on HS2 project support for Lee Common School took place recently at the school; the Chair and I attended. Whilst in theory the project would like to support the school, no specific proposal has emerged so far and we await EKFB and ALIGN talking to each other. EKFB are arranging to meet again with the school to discuss the possibility of a CEF application. A possible project for the Parish Council to replace safety matting in the children's playground is also being discussed. EKFB have offered fencing and (possibly) a modest financial contribution. Again, further discussions are needed before a proposal can be put to the Council. 		23/54/3

Agenda Number		Action	Item
	<p>To note in May to June 2023</p> <ul style="list-style-type: none"> • Overnight lane closures A413, London Road from 15th to 29th May • Piling at Wendover Dean viaduct planned to start 22nd May (we have reminded EKFB about the commitment for monitoring on Kings Lane) • Abnormal load movements up the A413 to GM now expected late May • Single lane operation on the lower part of Rocky Lane planned 12th – 16th June • The full weekend closure of the A413, London Road has been put back from May to June / July <p>For the latest updates on HS2 works visit http://www.hs2.org.uk/in-your-area/map/</p> <p>Sinkhole at Shardeloes</p> <p>A sinkhole recently appeared at Shardeloes, which is felt to be a direct result of tunnelling by HS2. This has increased ill feeling in surrounding villages as it is felt that it is not being taken seriously.</p> <p>Accident at junction of Lee Clump Road and Chartridge Lane</p> <p>Both were employees of EKFB and collided with a parish resident. A description of the car and driver and have been passed onto EKFB.</p>		
18.	PARISH COMMUNICATIONS		23/55
18.1	<p>Website/Forum Developments</p> <p>No major changes have been made to the website or the Forum since the March meeting; minor updates to The Flower Show pages of the website have been made. TLPC also still plan to review and re-structure the whole 'history section' of the website, but this has been delayed.</p>		23/55/1
18.2	<p>Emails and Cloud Storage</p> <p>Preparation work has been put in hand to train the Clerk and new Chair to be able to administer the Council's Emails and Cloud Storage, following the anticipated change in Chair.</p> <p>In connection with 18.4 below, TLPC have been discussing the need for someone who is not a councillor, but is providing IT support to the Council (particularly for forum user administration), to be able to send emails on behalf of the Council from the parish council's domain i.e. from an email address of xxx@thelee.org.uk. TLPC have been considering whether this would require an additional Microsoft email account, which would have cost an additional £66.00 per annum. However, our system hosts and administrators (Sinorrah) have now been able to find a way for IT support by a volunteer to use the admin@thelee.org.uk address without a new Microsoft email account being needed.</p>		23/55/2
18.3	<p>To agree items for the next Newsletter</p> <p>TLPC plan to include in the June Newsletter (in the Clerk's name) the following items:</p>		23/55/3

Agenda Number		Action	Item
	<ul style="list-style-type: none"> • Changes on the Council • Annual Parish Meeting (if appropriate) • Report on recent Community Board event • Damage (and repairs) to the fort at the playground • Grass cutting at The Lee Green memorial • Planning applications (if space permits) 		
18.4	<p>To approve ongoing involvement and tasks to be undertaken by Ruth Fowler</p> <p>Councillors approved the IT Volunteer Agreement for support with all IT matters, website and Forum support activities. It is proposed that TLPC review the arrangements after no more than 4 months.</p>		23/55/4
19.	<p>DATES FOR MEETINGS</p> <p>Date for next full meeting is:</p> <ul style="list-style-type: none"> • Tuesday, 20th June 2023 		23/56
	<p>The meeting closed at 9:30pm</p> <p>CHAIR..... Date</p>		

1. Current account bank reconciliation			
	Opening balance 1 April 2022	17,296.31	
A	Income - current year	26,254.80	
	Transfers from savings	-	
	Receipts Subtotal	26,254.80	
B	Cheques paid last financial year and presented this year	-	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	22,701.14	
D	Transfers to savings	15,000.00	
E	Payments Subtotal	37,701.14	
E	Closing balance = (Opening Balance + A)-E	5,849.97	
F	Cheques paid last financial year that have not been presented	-	
G	Unrepresented cheques this year	-	
H	Unrepresented cheques total	-	
	Total Committed Expenditure to date for financial year (D+H)	22,701.14	

2. NEW Savings account bank reconciliation			
	Opening balance 1 April 2022	-	
A	Receipts - current year	15,000.00	
	Interest	29.16	
	Income Subtotal	15,029.16	
B	Payments	-	
	Expenditure Subtotal	-	
C	Closing balance = (Opening Balance + A)-B	15,029.16	

3. Bank Reconciliation			
	Opening balance 1 April 2022	17,296.31	
A	Current Account	5,849.97	
	Savings Account	15,029.16	
	Total Cash in Bank	20,879.13	

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2023 - 30th April 2023

1. Current account bank reconciliation			
	Opening balance 1 April 2023	5,849.97	
A	Income - current year	10,775.00	
	Transfers from savings	-	
	Receipts Subtotal	10,775.00	
B	Cheques paid last financial year and presented this year	-	
C	Expenditure - current year(minus unrepresented chqs in this financial year)	58.51	
D	Transfers to savings	-	
E	Payments Subtotal	58.51	
E	Closing balance = (Opening Balance + A)-E	16,566.46	
F	Cheques paid last financial year that have not been presented	-	
G	Unpresented cheques this year	-	
H	Unpresented cheques total	-	
	Total Committed Expenditure to date for financial year (D+H)	58.51	

2. NEW Savings account bank reconciliation			
	Opening balance 1 April 2023	15,029.16	
A	Receipts - current year	-	
	Interest	-	
	Income Subtotal	-	
B	Payments	-	
	Expenditure Subtotal	-	
C	Closing balance = (Opening Balance + A)-B	15,029.16	

3. Bank Reconciliation			
	Opening balance 1 April 2023	20,879.13	
A	Current Account	16,566.46	
	Savings Account	15,029.16	
	Total Cash in Bank	31,595.62	