

The Lee Parish Council

Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC) held at The Lee Parish Hall on Monday, 4th December 2023 at 7.30pm

Present	Councillor C Sully (Chair)	CS
	Councillor A Bunce	AB
	Councillor D Chinnery	DC
	Councillor N Rose	NR
	Councillor C Little	CL
	Councillor J Wilkinson	JW
	Councillor H Barrett-Mold	HBM
In Attendance	Mrs H Farrelly (Clerk)	HF
Apologies	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.	<p>INTRODUCTORY REMARKS BY CHAIR</p> <p>Councillor Sully welcomed everyone to the meeting and thanked everyone for agreeing to the revised date.</p>		23/94
2.	<p>APOLOGIES</p> <p>Buckinghamshire Councillor Birchley, McBean and Fayazz were not present.</p>		23/95
3.	<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the Parish Council Meeting held on Tuesday, 19th September 2023 were approved. The Chair signed the minutes and a copy will be published on the website.</p>	HF	23/96
4.	<p>MATTERS ARISING FROM MINUTES NOT ITEMISED SEPARATELY</p> <p>The clerk will confirm at the next meeting that the paperwork relating to the appointment of Cllr Barrett-Mold had been completed.</p> <p>No further action to report from the Church regarding the condition of the graveyard, although an update is expected in the next Newsletter.</p>	HF	23/97
5.	<p>DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS</p>		23/98

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	Councillor Wilkinson declared an interest as a close neighbour of Lee Clump Pond.		
6.	<p>REPORT FROM BUCKS UNITARY COUNCILLORS</p> <p>As there are no Unitary Councillors present, all matters under minute 6 are deferred.</p>		23/99
	PLANNING		23/100/1
6.1.1	Comments on handling of PL/23/2113/FA by Planning Department		23/100/2
6.1.2	Bucks New Area Plan		23/100/3
6.1.3	East Bucks Planning Officers		23/100/4
	HIGHWAYS		23/100/5
6.2.1	VAS/MVAS		23/100/6
6.2.2	Traffic Management and Road Signage		23/100/7
6.2.3	HS2 Road Safety Fund		23/100/8
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>None present.</p>		23/101
8.	<p>CLERK'S REPORT</p> <p>Nothing to report.</p>		23/102
9.	CHAIR'S REPORT		23/103
9.1	<p>Boundary Reviews</p> <p>Our MP declined to lodge an objection to the Buckinghamshire Ward Boundaries Bill laid before Parliament as requested by TLPC and has commented to TLPC that she “<i>doesn't like to bring political influence on these independent review bodies</i>”. Given that a part of the TLPC complaint was that this is exactly what Buckinghamshire Conservative Cllrs did during the review process, it is rather frustrating.</p> <p>Both Boundary Bills have now passed into law, so TLPC will be joining Chesham North Ward, at the same time as we are leaving Chesham & Amersham Constituency.</p>		23/103/1
9.2	<p>Buckingham Housing</p> <p>Councillors received a circulated copy of Bucks Council's Housing Strategy consultation for 2024-29, which sets out how they aim to achieve their</p>		23/103/2

Agenda Number		Action	Item
	<p>housing objectives over the next five years. The consultation closes on 18th December.</p> <p>Although possibly an interesting read, the key document for TLPC will be the Draft Local Plan which will follow later. All this document says on new housing location is: “The new Local Plan will set out the number, size, tenure type and location of new homes in the area, a proportion of which will be affordable. The plan will reflect the levels of housing need in different parts of the County and also reflect the availability of sites suitable for housing use.”</p> <p>Councillors noted the document but agreed to make no further comment at this time.</p>		
9.3	<p>Trail Run in Summer 2024</p> <p>TLPC have received notice of a mass trail run through the Chilterns in July of next year, a part of which runs through The Lee parish on footpaths, bridleways and roads. There are a number of concerns about the route and the organiser’s plans to management the event on the day, which Cllr Chinnery and Cllr Sully have raised with the organisers.</p>	CS/DC	23/103/3
9.4	<p>Other Matters</p> <p>Discussions have recently taken place with residents about the following issues:</p> <ul style="list-style-type: none"> • Loss of television reception • UKPN • HS2’s incessant and insensitive PR • Tree felling at Great Missenden station <p>As appropriate, TLPC have referred residents to the relevant organisations.</p>		23/103/4
10.	<p>FINANCE & GOVERNANCE</p>		23/104
10.1	<p>To note the Accounts for period ending 31st August 2023</p> <p>See APPENDIX 1 for Financial Summary – 1st April 2022 to 31st October 2023.</p>		23/104/1
10.2	<p>To note the National Pay Award for 2023/24</p> <p>This award (in effect £1:00 per hour across relevant grades), together with the Scale Point change agreed at the last meeting and the ‘Fringe Allowance’, takes the Clerk’s annual salary with effect from 1st October 2023 to £10,532 per annum. This increase has been incorporated into the Projection below (Item 10.3) and the preliminary consideration of the budget for 2024/25 (Item 10.4). See also pension implications below at Item 10.7.</p>		23/104/2

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10.3	<p>To note budget and projected income/expenditure for 2023/24</p> <p>The major change in the projected outcome at this stage of the year is the increase in Clerk's salary / allowances, adding approx. £1,440 to the salary's costs (ignoring any pension contribution from 1st October (see below), and a reduced VAT reclaim.</p>		23/104/3
10.4	<p>To consider the budget for 2024/25</p> <p>A draft budget was circulated to councillors showing a projection of Income and Expenditure over the next 3 years, which is recommended best practice before any final decisions - in January 2024 - about the Budget and Precept for 2024/25 are made.</p> <p>The key assumptions in the projection at this stage are pension contributions to Clerk's pension and a 6% annual increase in all costs (including Clerk's salary). No other major changes have been included in the projection at this stage, although there is of course a great deal of uncertainty over a number of issues currently 'under consideration' by TLPC.</p> <p>To achieve a broadly break-even situation over the next 3 years would require:</p> <ul style="list-style-type: none"> • 14% increase in Precept in 2024/25 • 6% increase in subsequent years <p>Councillors were asked to consider the proposed budget before the January 2024 meeting when the budget will be agreed and subsequently the precept will be set for 2024/25.</p>	All	23/104/4
10.5	<p>Bank Accounts and Mandate</p> <p>Cllr Barrett-Mold to be added to the bank mandate. Clerk to action.</p>	HF	23/104/5
10.6	<p>Invoices Noted as Paid</p> <ul style="list-style-type: none"> • Clerk's Salary - £2371.60 • HMRC - £573.40 • Triglyph Masonry Ltd - £600.00 • Memorial Wreath - £20.00 		23/104/6
10.7	<p>To review and agree pension arrangements for the Clerk</p> <p><i>The Clerk left the room for the discussion.</i></p> <p>At the last meeting the Clerk's position was re-evaluated and as a result the salary payscale was increased.</p> <p>As the national pay award has been announced, this has now meant that the clerk role has gone above the threshold that requires employers to provide a pension for employees.</p>		23/104/7

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	<p>Cllr Sully explained the pension rules from the pension regulator to councillors and also discussed the various options available.</p> <p>After discussion the council agreed the pension contributions for the clerk roles, which will commence in quarter 3.</p>	CS/HF	
10.8	<p>To approve engagement of internal audit provider</p> <p>Councillors agreed to engage the services of Deborah O'Brien Audit services as they were pleased with the service received during the 2022/23 internal audit.</p>		23/104/8
10.9	<p>To Review and Approve Risk Assessment & Responsibilities and Asset Register</p> <p>This document updates that agreed at the September 2023 meeting, taking into account comments made at that meeting and the responsibilities of Cllr Barrett-Mold, namely:</p> <ul style="list-style-type: none"> • To join the Finance & Governance Group • To become a cheque signatory • To join the Footpath monitoring group • To join the Planning Application Review Group <p>Further discussion regarding the document will take place before the next meeting and will be approved at the January parish council meeting.</p> <p>The Asset Register was updated and approved.</p>		23/104/9
11	COUNCIL PROPERTY – REPORTS AND ACTIONS		23/105
11.1	<p>Playground Equipment</p> <p>The slopes on the Fort continue to erode at quite a rate and the Clerk has been in contact with Chesham Town Council to come up with a solution. Despite having had a number of meetings with the parks team no solution has been found. Temporary fencing has now been erected in the interim to fence off the area.</p> <p>The recent playground inspection has not highlighted anything of urgency, although discussions continue regarding timber rot of the trim train and the rubber matting.</p> <p>TLPC asked the clerk to review the current Sovereign contract and to consider alternative playground inspection providers in the new year.</p>	HF	23/105/1
11.2	<p>Sovereign Estimate for Replacement Matting</p> <p>The Clerk has not had success in finding an alternative provider who is prepared to quote for the replacement matting at the playground.</p>		23/105/2

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11.3	<p>Benches and Tables at the Playground and Allotments</p> <p>Nothing to report.</p>		23/105/3
11.4	<p>Grass, trees, hedges, gates and fencing at the allotments and playground</p> <p>Nothing to report.</p>		23/105/4
11.5	<p>Allotments and Tenancies</p> <ul style="list-style-type: none"> • Most plots have been cut back and tidy ready for winter. • The unused plots have been cut back from all long grass. • All other hedges and grass areas trimmed. • A recent water leak with one of the water tanks will be addressed in due course. <p>Councillors discussed the condition of the erected fence on the left side of the allotments (if entering from Oxford Street). This fence was installed by tenants a number of years ago to secure this area of the allotments. It is now in a poor state of repair and will need to be either repaired/replaced, if it is to remain in place. Councillors will be in contact with tenants to discuss a way forward.</p>	HF/AB	23/105/5
11.6	<p>Well and Memorial</p> <p>The Jubilee Well was inspected and all appears to be in order, with padlocks safely.</p> <p>The War Memorial was inspected and is in an acceptable condition.</p> <p>Triglyph Masonry have now cleaned the memorial</p>		23/105/6
11.7	<p>Roadside Benches</p> <p>Nothing to report.</p>		23/105/7
11.8	<p>Asset Ownership</p> <p>Regrettably no further forward on the registration of the war memorial due to lack of any communication from the Land Registry following our August 2022 submission. An application for the Jubilee Well site has not yet been submitted</p> <p>Cllr Sully updated councillors on the work that has taken place in respect of the parish council ownership of Lee Clump Pond and a triangle of land gifted to the council by Barbara Nelson in 1992. Discussions are ongoing with the adjacent residents.</p>		23/105/8

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11.9	Barnaby Usborne Memorial Tree Nothing to report.		23/105/9																														
12.	TO RECEIVE REPORTS AND CONSIDER ACTIONS ON BUCKINGHAMSHIRE COUNCIL ISSUES		23/106																														
12.1	Footpaths Councillors gave a brief update on matters on their footpaths. Cllr Chinnery explained that he would review the allocated areas and requested that all Cllrs monitoring their footpaths report any discrepancies to him ... and ideally also to Bucks Council.	DC All	23/106/1																														
12.2	Roads Cllr Rose gave an update on some of the road issues in the area noting that despite a request to meet with the Highways team to discuss the poor quality of repairs, nothing had materialised yet.		23/106/2																														
12.3	BMKALC Update Nothing to report.		23/106/3																														
13.	PLANNING APPLICATIONS		23/107																														
13.1	The Clerk reported the following: <table border="1"> <thead> <tr> <th>Planning Application</th> <th>Address</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3">Decision Completed</td> </tr> <tr> <td>PL/23/1741/SA</td> <td>Gwenfa Cottage Red Lion Hill The Lee Buckinghamshire HP16 9NF (Certificate of Lawfulness)</td> <td>Cert of law proposed dev or use issued</td> </tr> <tr> <td>PL/23/1967/FA</td> <td>Keltoi Swan Bottom The Lee Bucks HP16 9NH</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/23/2179/FA</td> <td>White Gables Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> <td>Refuse Permission</td> </tr> <tr> <td>PL/23/2783/FA</td> <td>Squirrels Leap Lee Clump Road The Lee Buckinghamshire HP16 9NA</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/23/2857/FA</td> <td>North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/23/3151/VR C</td> <td>Copper Rose Cottage Oxford Street Lee Common Buckinghamshire HP16 9JX</td> <td>Conditional Permission</td> </tr> <tr> <td>PL/23/3009/TP</td> <td>Three Bears Cottage Aylesbury Road Great Missenden Buckinghamshire HP16 9LS</td> <td>Consent not needed</td> </tr> <tr> <td>PL/23/3298/FA</td> <td>Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ</td> <td>Conditional Permission</td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/23/1741/SA	Gwenfa Cottage Red Lion Hill The Lee Buckinghamshire HP16 9NF (Certificate of Lawfulness)	Cert of law proposed dev or use issued	PL/23/1967/FA	Keltoi Swan Bottom The Lee Bucks HP16 9NH	Conditional Permission	PL/23/2179/FA	White Gables Swan Bottom The Lee Buckinghamshire HP16 9NQ	Refuse Permission	PL/23/2783/FA	Squirrels Leap Lee Clump Road The Lee Buckinghamshire HP16 9NA	Conditional Permission	PL/23/2857/FA	North Acre Swan Bottom The Lee Buckinghamshire HP16 9NN	Conditional Permission	PL/23/3151/VR C	Copper Rose Cottage Oxford Street Lee Common Buckinghamshire HP16 9JX	Conditional Permission	PL/23/3009/TP	Three Bears Cottage Aylesbury Road Great Missenden Buckinghamshire HP16 9LS	Consent not needed	PL/23/3298/FA	Elmwood Swan Bottom The Lee Buckinghamshire HP16 9NQ	Conditional Permission		23/107/1
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13.2	<p>Other Planning Matters</p> <p>Cllr Sully, Cllr Rose and Cllr Little attended the BCC East Chilterns Area planning committee meeting which recently considered the latest planning application for permission to change the use of Lumms Farm in Timberley Lane to Equestrian and for the erection of 7 new stables, a hay barn, tack room and chicken shed in connection therewith. TLPC has vehemently objected to a series of applications and appeals on this site over the past 8 years. Cllr Sully offered observations on behalf of TLPC.</p> <p>Our BCC Councillor Jane Macbean fought valiantly to persuade fellow councillors that permission was inappropriate but she and two others supporting her were out-voted, significantly, by councillors for wards that perhaps do not lie in Green Belt and granted conditional planning permission. The consent document will be conditional.</p>		23/107/2																											
14.	HS2 CONSTRUCTION AND ENGAGEMENT		23/108																											
14.1	<p>An HS2 update and review of the year was published in the December edition of The Lee Newsletter. Cllr Sully presented a few further updates:</p> <ul style="list-style-type: none"> The Planning Inspector has now issued a ruling on the Bowood Lane overbridge. In essence they have rejected the road safety and environmental arguments for ‘carriageway reduction’ and ‘additional greening’ (proposed by Bucks Council and Others) and will now allow HS2 Ltd’s proposal for a 5.5 m carriageway (i.e. two vehicle widths, albeit with single carriageway road markings) on the overbridge, with a 1.5 metre wide verge on either side. 																													

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	<p>They conclude: <i>“The Appeal is allowed in that approval is given for HS2 Ltd’s plans and specification subject to minor changes and the deletion of Conditions 1 to 7 previously imposed by Bucks Council.”</i></p> <p>This is likely to now have some implications for HS2 Ltd’s proposed design for the Leather Lane overbridge.</p> <ul style="list-style-type: none"> • At a recent catch-up meeting, EKFB ‘announced’ that the Cottage Farm overbridge would <u>not</u> be built and that the landowner and tenant farmer were aware of this. This announcement turns out to have been a little premature... however, TLPC understand that discussions are ongoing. TLPC have asked to be involved in the discussion if there are any wider issues which may arise from such a decision. • The hand-over of local works from EKFB to ALIGN is going slower than expected. <p>For the latest updates on HS2 works visit www.hs2.org.uk/in-your-area/map/</p>		
15	PARISH COMMUNICATIONS		23/109
15.1	<p>Website/Forum Developments</p> <ul style="list-style-type: none"> • Nothing new to report on the Forum. • TLPC continue to update Parish Council pages on the website, including Cllr details, records of Governance Documents and financial information. We are considering severing the link to the old website. • Shop at The Lee has been using the website (with TLPC permission) for Christmas Ordering again this year. They have run into a problem with the ‘Forms system’ and we have on the website (Ninja Forms) and have asked us to consider alternatives. These could cost up to \$99 per annum and it is not clear at this stage that TLPC would get much value from this. A discussion will be held in the New Year 		23/109/1
15.2	<p>Emails and Cloud Storage</p> <p>A 6-month review of IT support and the use of Nextcloud will take place in the New Year.</p>		23/109/2
15.3	<p>To agree items for the next Newsletter</p> <p>The Clerk and Chairman included a ‘Review of the Year’ in the December edition.</p> <p>The next edition of the Newsletter will be the Feb 2024 edition.</p> <p>Councillors discussed the ongoing issues of residents’ hedges encroaching on the highways and it was agreed that more information will be included in the next Newsletter along with further encouragement to residents to report road and footpath problems online to Bucks Council..</p>		23/109/3
16.	DATES FOR MEETINGS		23/110

Agenda Number		Action	Item
16.1	Date for next full meeting is: <ul style="list-style-type: none"> • 16th January 2024 		23/110/1
16.2	To note other proposed dates for 2024: <ul style="list-style-type: none"> • 12th March • 7th May • June (date to be confirmed - additional meeting to sign-off 2023/24 accounts) • 2nd or 23rd July (tbc – depending on June) • 10th September • 12th November 		23/110/2
	The meeting closed at 9:30pm CHAIR..... Date		

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2023 - 31st October 2023

1. Current account bank reconciliation		
	Opening balance 1 April 2023	5,849.97
A	Income - current year	23,752.36
	Transfers from savings	-
	Receipts Subtotal	23,752.36
B	Cheques paid last financial year and presented this year	-
C	Expenditure - current year(minus unrepresented chqs in this financial year)	10,836.14
D	Transfers to savings	10,836.14
E	Payments Subtotal	21,672.28
E	Closing balance = (Opening Balance + A)-E	7,930.05
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)	10,836.14

2. NEW Savings account bank reconciliation		
	Opening balance 1 April 2023	15,029.16
A	Receipts - current year	10,836.14
	Interest	84.64
	Income Subtotal	10,920.78
B	Payments	-
	Expenditure Subtotal	-
C	Closing balance = (Opening Balance + A)-B	25,949.94

3. Bank Reconciliation		
	Opening balance 1 April 2023	20,879.13
A	Current Account	7,930.05
	Savings Account	25,949.94
	Total Cash in Bank	33,879.99