

Oakington & Westwick Parish Council

Meeting Papers

Full Council Meeting, 20 April 2020

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 9 March 2020 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Bailey, J Grove, L Navarro, D Reeves. In attendance: Dist Cllr Cheung Johnson (part meeting), Cnty Cllr Hudson (part meeting) Clerk: L Lawrence. 3 members of the public.	
20/29	APOLOGIES FOR ABSENCE Cllr R Pinter (personal)	
20/30	DECLARATIONS OF INTEREST None declared	
20/31	PUBLIC OPEN SESSION A resident made several comments about the Northstowe Phase 3 public forum. He particularly objected to the fact that the Southern Access Road East will be located nearer the village than originally planned and he thought it was naïve of Homes England to expect that it wouldn't be heavily used. Jim Bryant reported that TAG had heard lots of positive comments about the new electric buses. Some High Street residents had complained about bus noise now that an hourly evening Citi 5 service comes through the village up to 11pm. TAG had also received complaints about cars being parked right up to the junction in The Broadway. <i>Cllr Grove arrived at 7.40pm.</i>	
20/32	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 10 FEBRUARY 2020 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
20/33	MATTERS ARISING FROM THE PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA <u>Item ref 20/19.1 Free Trees</u> – Cllr Reeves & Grove had visited the garden centre and are awaiting confirmation that the two trees selected are ready for collection. Cllr Reeves will then plant them. Chair and Cllr Starling offered to help. <u>Item ref 20/19.2 Brick bus shelters</u> – following Cllr Starling's report on options it was proposed by Cllr Butlin that the three shelters should be painted inside and out with a stone coloured anti-graffiti paint and bench seating installed in them. Seconded by Cllr Bailey. RESOLVED unanimously. Chair & Cllr Starling will look into costs of a regular pressure washing cleaning contract and the feasibility of angled mirrors to enable bus users to see buses coming when inside the shelter.	Chair & Cllr Starling
20/34	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
34.1	<u>County Councillors report</u> Highways related concerns were discussed under item 39.1	
34.2	<u>District Councillors report</u>	

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<p>34.3</p>	<p>Further to Civic Affairs committee to put forward three options for second CGR consultation, clarification was sought from Cllr Cheung Johnson on the issue of governance of the green separation as opposed to responsibility for its maintenance. She was unable to provide this and urged the Council to engage in discussions with Homes England to fully understand any potential obligations before making a decision, in particular whether there would be precept implications for Oakington residents.</p> <p>In response to a question regarding gully sweeping, Cllr Cheung Johnson confirmed that there is now a specific rota in place. She will forward a copy to the Clerk. The Longstanton Road award drain should be cleared out in the next three weeks.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u> OWN – meeting clashed with the Northstowe public forum TAG – minutes had been circulated. They are considering proposals to put forward for the 21/22 LHI grant scheme application. Pavilion Committee – noted that the caretaker is currently off work. Open Spaces Working group – minutes had been circulated. Main focus is on gathering evidence of local support for the plans for the FCC grant application. 37 flyers were completed at the Northstowe Forum. Cllr Butlin had attended a pre-arranged meeting with a planning officer at the Rec. He had recommended submitting a full detailed application, rather than outline. Noted that the process takes at least 8 weeks.</p>	<p>Cllr Cheung Johnson</p>
<p>34.4</p>	<p><u>Other meetings/training attended</u> Zero Carbon Communities event at SCDC – Cllr Reeves' notes had been circulated. Several suggestions were put forward, including holding 'climate conversations' (where small village groups are formed to talk about how to reduce emissions in the community), a wind turbine or a community heat pump. Cllr Reeves will investigate options further and report back.</p>	<p>Cllr Reeves</p>
<p>34.5</p>	<p><u>Electric Bikes scheme</u> Cllr Reeves' notes on a meeting held with Cambridge Electric Transport had been circulated. The range of the bikes is 25 miles and they cost approx. £3,500 each with an unsubsidised hire cost of around £90 per month for the user. Noted that there had been little uptake for a similar scheme in Orchard Park.</p>	<p>Cllr Reeves</p>
<p>20/35</p>	<p>COMMUNITY GOVERNANCE REVIEW/NORTHSTOWE MATTERS</p>	
<p>35.1</p>	<p><u>To report on outcome of Civic Affairs committee meeting</u> Noted that a late submission by Homes England to extend Phase 3 land over the Oakington green separation had been considered by the committee but was unanimously rejected. All three options to go back to residents for consultation will include Oakington & Westwick and Longstanton remaining as separate parishes with a new Northstowe parish being created. However, consultation which starts on 15 March will also include an option for respondents to redraw the suggested boundaries for Northstowe parish. As there had been complaints about the wording of the first consultation causing confusion, the PC had been asked to review the draft consultation 2 wording for clarity. After some discussion, it was decided not to comment on it.</p>	
<p>35.2</p>	<p><u>To report on Northstowe Phase 3 forum held 5 March</u> The forum was very well attended. Residents raised a number of concerns including; the proposals for Tomato Farm land, proximity of Southern Access Road East to the village, drainage issues and the green separation (uses, management and distance) Philip Harker, Homes England confirmed that the Tomato Farm site would partly be used for flood attenuation.</p>	

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20/36	PLANNING MATTERS																																											
36.1	<u>To consider new applications</u> None received.																																											
36.2	<u>Applications to note only:</u> <u>20/1113/TTCA – 25 High Street – Cherry removal.</u> No concerns.																																											
36.3	<u>To note Planning Committee delegations updates from SCDC & Few's Lane Consortium</u> Noted Full Council to make the final decision on change of Planning Committee constitution at its meeting on 2 April.																																											
36.4	<u>To note any Planning application decisions</u> None received.																																											
20/37	FINANCE MATTERS																																											
37.1	<u>Approval of payment of outstanding accounts due</u> <table border="0"> <tr> <td>Starboard Systems Ltd</td> <td>Scribe accounting software</td> <td>339.60</td> </tr> <tr> <td>Geosphere Ltd</td> <td>Parish Online software</td> <td>108.00</td> </tr> <tr> <td>O&W Community Assoc</td> <td>Journals shortfall 2019</td> <td>150.00</td> </tr> <tr> <td>O&W Sports Pavilion</td> <td>Hall hire, 5 March</td> <td>18.75</td> </tr> <tr> <td>Opus Energy</td> <td>Streetlighting energy</td> <td>68.76</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>747.32</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>197.69</td> </tr> <tr> <td>Direct Debits</td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>124.64</td> </tr> <tr> <td>Multipay Charge Card</td> <td></td> <td></td> </tr> <tr> <td>FirstAid4Less</td> <td>First Aid kit, orchards volunteers</td> <td>25.26</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>1813.02</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Reeves RESOLVED unanimously.</p>	Starboard Systems Ltd	Scribe accounting software	339.60	Geosphere Ltd	Parish Online software	108.00	O&W Community Assoc	Journals shortfall 2019	150.00	O&W Sports Pavilion	Hall hire, 5 March	18.75	Opus Energy	Streetlighting energy	68.76	Salaries	Salaries	747.32	Expenses	Expenses	30.00	HMRC	PAYE/NI	197.69	Direct Debits			NEST	Pension	124.64	Multipay Charge Card			FirstAid4Less	First Aid kit, orchards volunteers	25.26	Lloyds Bank	Monthly charge card fee	3.00	Total		1813.02	
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37.2	<u>To report on any income received</u> <table border="0"> <tr> <td>M Good</td> <td>Metafit sessions</td> <td>75.00</td> </tr> <tr> <td>Santander</td> <td>Interest Jan & Feb 20</td> <td>.64</td> </tr> <tr> <td>Total</td> <td></td> <td>75.64</td> </tr> </table>	M Good	Metafit sessions	75.00	Santander	Interest Jan & Feb 20	.64	Total		75.64																																		
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37.3	<u>To consider Community Grant application from TAG.</u> Application for a pollution monitor to measure the cleanliness of the air in the parish had been circulated. This would initially be located near the school to measure air quality caused by traffic flow along Water Lane. The cost from supplier, Purple Air (US based) would be approx. £205. Proposed by Cllr Butlin that the application should be approved. Seconded by Cllr Warboys. RESOLVED unanimously.																																											
20/38	OPEN SPACES/RECREATION GROUND MATTERS																																											
38.1	<u>To consider revised play area remedial work quotes</u> Cllr Warboys and the Clerk had met with Fenland Leisure Products to discuss a price match on the Playmaintain quote. It transpired that the original quotes were not like for like. Due to the unevenness of the ground under the roundabout, basket swing and junior swings laying fibrefall directly on top would cause contours that would be liable to puddling. Proposed by Cllr Reeves that Fenland Leisure quote of £6,503.55+ VAT should be accepted. Seconded by Cllr Navarro. RESOLVED unanimously. Noted this would include removal of the grass mats and deturfing where required.																																											

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<p>38.2</p> <p>38.3</p> <p>38.4</p> <p>38.5</p> <p>38.6</p> <p>38.7</p> <p>38.8</p>	<p><u>To consider concern raised by raised that some of the new S106 trees have been planted too near the zipwire</u> Cllr Butlin reported that the trees had been planted in that location deliberately to create a barrier to help prevent children from running across the zipwire path. The nearest tree is 3 metres from the line and they have a mature spread of 2 metres radius. The trees will be regularly inspected and will be coppiced every 5 – 10 years. Proposed by Cllr Bailey that the trees should not be moved. Seconded by Cllr Navarro. RESOLVED unanimously.</p> <p><u>To consider action plan for Stocks Green improvements</u> Chair reported that EAG and Chapel members had kindly offered to cut back the overgrown shrubs from the boundary of 45 Water Lane up to the leylandii hedge. Brookfield Contracting had quoted £60 per metre for 12 metres of 1.8-metre-high close board fencing. Proposed by Cllr Starling that the clearance work and fence installation should go ahead. Seconded by Cllr Bailey. RESOLVED unanimously. Chair was authorised to meet with the residents of 6 High Street to discuss removing the leylandii and to obtain costings for a new track.</p> <p><u>To note induction plan for new orchard volunteers and updated orchards risk assessment</u> These had been circulated and were noted.</p> <p><u>To consider offer of bay tree for Rec orchard</u> RESOLVED unanimously to accept.</p> <p><u>To consider request from Flaming June half-marathon organisers to locate a water station on Rec</u> RESOLVED unanimously to grant permission.</p> <p><u>To consider including a note in next Chair's report for the Journal asking if anyone would consider donating a bench for the cemetery</u> RESOLVED unanimously.</p> <p><u>To consider holding a village 'Big Plant' day</u> Chair suggested holding a verge bulb planting day in November. EAG had indicated they would be prepared to lead on this. Agreed in principle subject to CCC Highways consent.</p>	
<p>20/39</p> <p>39.1</p> <p>39.2</p>	<p>HIGHWAYS MATTERS</p> <p><u>To consider submitting a formal complaint to Cambridgeshire County Council about its failure to provide adequate repair of roads</u> Chair stated that there is considerable anger in the village about the poor state of the road, in particular dangerous potholes and flooding due to blocked drains. Cnty Cllr Hudson reported that there is extra in the Highways budget for the next few years but acknowledged this would not pay all the repairs needed everywhere. Noted that when Highways do fill potholes they degrade within a few days in some cases and it would be more cost effective to do proper repairs in the first place. Cllr Hudson committed to following up again on jetting of Water Lane and Cambridge Road and the uneven path in Longstanton Road. He also suggested raising all the issues again at the next Highways meeting on 24 April. Chair and Cllr Starling will attend. It was also agreed that the Chair could liaise with other local parish council chairs regarding submitting a joint letter of complaint.</p> <p><u>To consider submitting a formal complaint to South Cambs District Council about its failure to clear road drains at crossroads</u> Noted that the County Council is responsible for drain jetting/cleaning and this was discussed at item 39.1</p>	<p>Chair & Cllr Starling</p>

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39.3	<u>To note that yellow lines have unlawfully been installed in Days Meadow</u> Highways had confirmed that they had not installed the lines. There is no traffic regulation order for them, so they are not legally binding. Clerk is awaiting a response regarding their removal.	
39.4	<u>To note bus stop in Water Lane has been removed</u> Resident had reported that bus drivers are refusing to stop at the 'Longstanton Road' stop. Clerk had reported this to the County Council and Stagecoach. Initially the Head of Customer Services had confirmed that the stop is still being served. Subsequently, she had advised that it has been withdrawn due to close proximity to the Cambridge Road 'Dry Drayton Road' stop. Clerk to seek clarification from the County Council Public Transport Manager.	
39.5	<u>To note update on Oakington to Girton shared use path improvements</u> Noted that the design work is being finalised and it is hoped that site work will start later this summer. Girton Parish Council had asked if anything could be done to improve lighting along that section of path.	
39.6	<u>To note County Council structural inspection of Cambridge Road bridge</u> County Council bridge inspector had reported that the bridge arch and strengthening ribs are in good condition. However, the project manager had confirmed he would liaise with Highways regarding repairing the road surface over the arch barrel to ensure deterioration cannot occur.	
39.7	<u>To note deadline for 21/22 LHI applications will be 31 May</u> Noted TAG is currently looking at proposals to put forward to the PC for consideration.	
20/40	CORRESPONDENCE	
40.1	Communities Prepared – Bar Hill Community Resilience event, 12 March. Cllr Warboys reported that for personal reasons she will need to hand over responsibility for co-ordinating the Emergency Plan to someone else. Much of the work has been completed and she would be prepared to work alongside whoever takes it on. Chair will circulate an email asking for a volunteer.	Chair
40.2	Parish Planning Forum, 30 March	
40.3	Stagecoach East – two electric buses operating on C6 route from 17 February	
40.4	SCDC – Chairman's Charity Concert, 18 March	
40.5	Connections – half-term update	
40.5	SCDC – Local approaches to tackling Social Isolation	
20/41	DATE OF NEXT MEETING Parish Council – Monday 6 April 2020 Planning meeting – Monday 23 March (if required)	
	The meeting was declared closed at 9.50pm.	

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County Councillor report March 2020

Virus update as of writing 14th April

All critical services are running satisfactorily.

Performance against PPE to date has been checked, and inside Cambridgeshire we have never run out of PPE in a hospital setting nor in community services, however in both cases there have been occasions when it has relied on redistribution, or stocks coming in just in time or working hand to mouth. However primary care originally had no stock so the situation was not the same for them at the start. As I understand it all sectors now have appropriate PPE and if the system continues to operate correctly, normal supply, local intervention when necessary and government supply there should not be further issues. If stock is used appropriately following Public Health guidance, which is evidence based. **Additional ventilators** have been received in the last week - which are starting to be used in hospitals countywide with additional hospital staff trained to work in Intensive Care.

Staff testing -prioritisation of staff who will receive testing continues in all areas, with priority given to acute hospital staff, primary care staff and staff in care homes - areas where there are small numbers and capacity could easily become over stretched. This will be opened up wider as soon as there is additional capacity.

1,193 children attended schools yesterday (8th April). In the vulnerable group the numbers were up to 179 children but these are all on social care's radar. The Director of education told me today (8th April) that our reporting systems of all of this are better than the Department for Education, which is a tribute to our schools and their willingness to work with us. There are some national newspaper journalists that are picking up in their personal tweet chains that Cambridgeshire is doing a sterling job. Early year's provision is sufficient to meet the needs of key workers and we are still offering advice to providers where they are having financial difficulties.

There have been no significant outbreaks of COVID-19 in Cambridgeshire Residential Homes to date, 10th April, which indicates good infection control. Public Health have issued their guidance on PPE, an interpretation of this is being finalised and the Director of Public Health for Cambridgeshire has promised an update as to when we will receive it. The basis is to put the guidance into direct relevance to specific roles or job descriptions. We will get an update from the Cell today hopefully to report on progress of all of the work to identify the need for PPE, prioritise its distribution and go back to government where we need more.

Co-ordination hubs. Currently we are aware of approx. 20,000 people in the 'shielded' category across Cambridgeshire and Peterborough - although this number will rise as GPs notify of others on their lists who may fall into this category. 13,000 have registered and the Countywide Co-ordination Hub is concentrating on support to those in this cohort with no reliable network of family or friends to provide food, care or medical assistance.

We currently have 14 incoming call handlers and 38 outgoing call handlers manning the County Hub.

From Tuesday 14th April, we will have an additional 50 call handlers, each responsible for a list of the Shielded residents we are helping, so they receive a weekly phone call to check on their well-being.

From Wednesday, additional call handlers will be phoning all personal carers, to check if they need anything and match them to a local volunteer if they wish.

Many County Council officers have been working long hours every day

The work to convert Marshall's site to a temporary mortuary has started for body storage, and it is anticipated that it will be up and running by the 13th/14th April. Let's hope it isn't needed.

Strategic Co-ordinating Group - Update. April 7 2020

Health: Additional modelling on the epidemic curve in Cambridgeshire and Peterborough is showing

- Social distancing measures are beginning to take effect locally
- This is moving the expected peak of the epidemic in our area away from just after the Easter Weekend as expected, and by at least a week or perhaps two.
- The peak is also expected to be lower than anticipated, but only if the social distancing and stay at home measures continue to be observed
- There is still work to be done on how long the 'tail' of the epidemic will be - which may be longer - but with lower numbers of cases.

Currently there is bed availability in all hospitals - including intensive care beds, and staffing levels across all essential services are stabilised.

However SCG stressed again how vitally important it was for all organisations to continue to promote the stay at home, social distancing and hygiene messages, as this is the best defence we have against the virus spreading.

The Cambridgeshire and Peterborough Local Resilience Forum sub-group for **personal protective equipment (PPE)** has been set up to deliver against what is a key multi-agency priority. It brings together representatives from different organisations to

- Ensure that we have a common interpretation of the national guidance on PPE, which underwent significant updates late last week, and of the guidance for employers which was updated only yesterday with particular reference to when and where it was useful to wear face masks.
- Ensure that we can convey clear information to staff across organisations about PPE needs and proper usage - which will be out later this week.
- Assess current and future needs for PPE in Cambridgeshire and Peterborough.
- Have a full understanding of each organisations current stock and sources of PPE, so that we can work effectively together as a multi-agency system to ensure the right equipment gets to the right place in the right time.
- Put practical mechanisms in place to for local distribution PPE, if that is required.

The impact that social distancing and the 'stay at home' message is having on **families at risk of domestic abuse** is being considered at both a local and also national level with discussions taking place between Directors of Children's Services and we are playing our part in making recommendations on how to mitigate this risk. A campaign to help people spot the signs of domestic abuse and where to report it locally has been developed by the Warn and Inform group, and there was a request for all partners to promote it.

A campaign to help mitigate the likely impact on mental health issues created by social isolation and social distancing - which will link into support being provided for citizens, volunteers and staff - is also planned for launch this week.

There has been a great response from schools across the region to offering support in the current emergency. Across Cambridgeshire and Peterborough 280 schools remain open throughout the Easter Holidays to support key worker and vulnerable children - and this will extend into the two bank holidays (Good Friday/Easter Monday) where schools will be staffed by teachers who are volunteering to do this. There is also good availability across early year's settings.

The Cambridgeshire and Peterborough Combined Authority is working to support for public transport which will keep essential routes running for keyworkers. National government has confirmed a bus service support grant will be available for routes which run 50% of a normal service and will be working with the tactical support group to identify which routes should be prioritised for this support.

In these difficult days, it's really important that you keep in touch with friends and family, a short call regularly can make all the difference if your friends or family are struggling, or just need to chat.

**Peter Hudson
County Councillor**

Oakington, Westwick, Northstowe, Over, and Longstanton

Oakington & Westwick Parish Council

Payments & Income Schedule - April 2020

Invoices	Details	Net	VAT	Total
Opus Energy Ltd	Street lighting	60.17	3.01	63.18
M G Recycling	Skip hire, Stocks Green	291.00	58.20	349.20
Print-Out	Coronavirus leaflets	110.00		110.00
Connections Bus	9 visits Jan-March 20	2178.00		2178.00
CAPALC	Affiliation & DPO fee 20-21	497.84		497.84
G Butlin	Refund Open Spaces flyer	12.00		12.00
OWN	Community grant – mobile phone	129.98		129.98
Fed Ex	Duty & tax, air pollution monitor	52.70		52.70
Brookfield Contracting	Grass cutting, March 20	678.84	135.76	814.60
Oakington Garden Centre	20 planted tubs, autumn 19	200.00	40.00	240.00
CPS Ltd	Pavilion heating pipe leak repair	80.00	16.00	96.00
Salaries	Salaries (net)	895.68		895.68
	Expenses	30.00		30.00
HMRC	PAYE/NI	47.54		47.54
NEST	Pensions	124.64		124.64
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Zoom Pro	Online meetings (monthly charge)	11.99	2.40	14.39
Amazon	Stationery	22.57	4.52	27.09
Thesaurus Software Ltd	Brightpay payroll software	49.00	9.80	58.80
Purple Air	Pollution monitor	208.82		208.82
Total Payments		5683.77	269.69	5953.46

Income				
HMRC	VAT reclaim Jan-Feb 20	665.21		665.21
Richard Stebbings Ltd	Interment fee	154.00		154.00
Total Income				819.21

Oakington & Westwick Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		91,771.88
	ADD Receipts 01/04/2019 - 31/03/2020		47,249.24
	SUBTRACT Payments 01/04/2019 - 31/03/2020		139,021.12
	Cash in Hand 31/03/2020 (per Cash Book)		82,070.55
B	Cash in hand per Bank Statements		
	Petty Cash	31/03/2020	0.00
	Cambridge&Counties 95 Day Notic	31/03/2020	74,843.93
	Santander Savings Account	31/03/2020	210.23
	Unity Trust Current Account	31/03/2020	7,016.39
			82,070.55
	Less unrepresented payments		0.00
		82,070.55	
Plus unrepresented receipts		0.00	
		82,070.55	
	Adjusted Bank Balance		82,070.55
	A = B Checks out OK		