

**MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE ON TUESDAY  
4 NOVEMBER 2025 AT 2.00PM**

<b>Attendance:</b>			
<b>Elected Members:</b> Tony Bradford (C) Will Barnard Roger Barrington Mark Heywood Colin Passmore David Vigar Rebecca Horsington James Winslade John Perrin	<b>Appointed Members:</b> Anthony Betty Cllr Mike Caswell Donna Gowler Stuart Kingham Cllr Gwil Wren Julian Taylor Cllr Alan Bradford Cllr Liz Leavy	<b>Officers:</b> Mr I Sturdy Mrs M Hammond Mr R King Mr M Wall Mrs C Murray Ms V Martin Mr P Brewin Mr G Oliver Mrs K Carleton	<b>Public:</b>
<b>Approved Apologies:</b>			
	Cllr Hilary Bruce Cllr Mike Stanton		
<b>Non-Approved Apologies:</b>			

<b>Agenda Item:</b>		
1. Attendance & Apologies	The meeting opened at 14.01 On Behalf of the Board Tony Bradford thanked Barrie Bryer who is stepping down from the Board following 50 plus years of dedicated service to the Drainage Boards. Tony expressed his personal thanks for the support a Barrie has given him over the years. Barrie was presented with a gift from the Board and all members expressed their extreme gratitude to Barrie, who in turn thanked the Board and reflected fondly on his time as a member also offering to help in any way he could in future. 14.07 the CEO took the meeting	
2. Governance	<b>Board Election:</b> IDS gave an update on the recent election in his capacity as returning officer. There were uncontested seats in all but 2 areas. Two nominations were received late, however the returning officer allowed these under Regulation 17 as returning members. This leaves 2 vacancies.  <b>Election of Chair:</b> The CEO asked for nominations. <b>Tony Bradford (TB) was proposed by Colin Passmore (CP) and seconded by Roger Barrington (RB).</b> There were no other nominations.	

	<p>IDS explained that there was a matter of procedure. In 2018 when the Board reconstituted, a resolution was taken by this board for a maximum 2 terms for a Chair which Tony has already served. The Board can decide to extend this to allow him to be eligible.</p> <p><b>To allow further terms of a Chair going forwards, whilst noting the ADA Good Governance Guide recommendation of 2 terms or 10 years.</b>  <b>Proposed: Mike Caswell</b>  <b>Seconded Stuart Kingham</b>  <b>All in favour</b></p> <p><b>Members voted on the proposal for Tony to take the Chair.</b>  <b>All in favour.</b></p> <p>TB took the Chair and thanked members for their support, noting that there is lots of work to do, and change is coming. He cited EA maintenance withdrawal and the effect on rivers which he is looking to move forward. There was a meeting last week in Newark which will push this concern to the Minister. He is hoping to improve the situation for ratepayers.</p> <p style="text-align: right;">Rebecca Horsington entered the meeting at 14.16.</p> <p><b>Election of Vice Chair</b>  <b>Anthony Betty was proposed by Alan Bradford and seconded by Stuart Kingham</b>  <b>All in favour</b></p> <p>There is a query about whether IDB representatives on the SRA should be Chair and Vice Chair.  Rebecca is happy to remain but Colin Passmore (CP) is concerned that we may be accused of inconsistency across the Boards  Donna Gowler (DG) noted that the Axe Brue Board also had the option and chose to appoint the Chair and Vice Chair and noted their appreciation of the member who had been stepping in.  Rebecca Horsington (RH) feels that she and TB work well on the SRA Board.  IDS will check the constitution and advise.  AB is happy to act as deputy in Colin's place leaving the place for RH but IDS will advise if that is preferred.</p> <p><b><u>Appointment to committees:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Finance &amp; Works</b>  Mike Stanton has advised officers that as he has now also been appointed to the Axe Brue Board, he will join the F&amp;W Committee on that Board and step down from this Committee. This leaves a vacancy.</li> <li>• <b>SDBC Management</b>  This committee has two vacancies.  <b>To appoint James Winslade to the Committee: Proposed Rebecca Horsington, Seconded Stuart Kingham. All in favour.</b>  <b>To appoint Rebecca Horsington to the Committee: Proposed James Winslade, Seconded Stuart Kingham. All in favour.</b></li> <li>• <b>Salaries</b></li> </ul>	<p><b>RESOLUTION 01</b></p> <p><b>RESOLUTION 02</b></p> <p><b>RESOLUTION 03</b></p> <p><b>ACTION P20251104-01</b></p> <p><b>RESOLUTION 04</b>  <b>RESOLUTION 05</b></p>
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	<p>To appoint Anthony Betty to the Committee in his capacity as Vice Chair</p> <ul style="list-style-type: none"> <li>• <b>Water Level Management Plan</b> To appoint Rebecca Horsington to this committee</li> <li>• <b>Investment Committee</b> To appoint Stuart Kingham to this Committee.</li> </ul> <p><b>To agree all the above appointments to committees on block</b> <b>Proposed James Winslade</b> <b>Seconded John Perrin.</b> <b>All in favour.</b></p> <p><b>Approval of draft calendar of meetings for 2026</b> The draft calendar was circulated. Members can advise Katy or Maggie if anything needs changing.</p> <p>IDS explained that following the election there are 2 vacancies on the Board for elected members Under clause 10 schedule 1, the Board can elect a candidate to the Board.</p> <p>The Chair confirmed that Robert House would like to join the board to represent the Langport district. To elect Robert House to the Parrett Board <b>Proposed: Anthony Betty</b> <b>Seconded: Stuart Kingham</b> <b>All in favour</b></p> <p>Colin Passmore suggested that Cannington be represented by Jon Rowe. To elect Jon Rowe to the Parrett Board <b>Proposed: James Winslade</b> <b>Seconded: Mike Caswell</b> <b>All in favour</b></p>	<p><b>RESOLUTION 06</b></p> <p><b>RESOLUTION 07</b></p> <p><b>RESOLUTION 08</b></p>
<p>3. Items additional to the Agenda</p>	<p>None</p>	
<p>4. Declarations of Interest.</p>	<p>IDS advised that as it is a new board, forms will be circulated. There are also new members on the Axe Brue Board so we will offer an induction to them and as a refresher for any that would like it. Anthony Betty (AB) pointed out that some appointed members never attend. Officers will write to non-attenders. Liz Leavy (LL) noted that Richard Morgan has passed away. LL thought Cllr Loveridge was not re-elected at the last election. Officers will contact Electoral Services/Council to ask them to appoint once we have contacted the members. Gwil Wren (GW) noted that on other boards/councils if you miss 6 months of meetings, you may not remain on the board. David Vigar (DV) noted that for a Parish Council approved apologies do not count as non-attendance.</p> <p><b>Officers to write to appointed members with poor attendance.</b> <b>Proposed: Roger Barrington</b> <b>Seconded: Anthony Betty</b> <b>All in favour</b></p> <p>Name plates to be used at next meeting</p>	<p><b>ACTION P20251104-02</b></p> <p><b>ACTION P20251104-03</b></p> <p><b>ACTION P20251104-04</b></p> <p><b>RESOLUTION 09</b></p>
<p>5.</p>	<p>None present</p>	

Members of the public		
6. Minutes of the Parrett Full Board Meeting held:	<p><b>“that the minutes of the Full Board meeting held on 17 June 2025 are signed as a true and correct record of the meeting held”.</b></p> <p><b>Proposed: John Perrin</b></p> <p><b>Seconded: Rebecca Horsington</b></p> <p><b>All in favour</b></p>	<b>RESOLUTION 10</b>
6 Matters Arising	<p><b>P/20250817-01</b> Update on Roger’s item on trees in the Tone. These have been dealt with. River still narrowing. Photos brought in of river post dredge 11 years ago and current situation.</p> <p><b>P/20250817-02</b> Draft updated IDB policy statement. IDS/NS/PB continue to work on this.</p> <p><b>P/20250817-03</b> Broken structures at Monksleaze and Beer Door. Nothing new to report. Item closed</p> <p><b>P/20250817-04</b> Share ADA response to Donna. PB replied that there has been no response, however views were expressed at the workshop, so actively involved but no formal response. Donna will share the NE response.</p> <p><b>P/20250817-05</b> David Vigar (DV) noted that sheet piling had been pushed back causing an issue. Caroline confirmed that this work is due to be completed imminently and contractors have advised there will need to be a road closure which will slow it down.</p>	
7 Clerk CEO update	<p>IDS apologised for late papers.</p> <p>He updated members on a meeting that he and the Chair attended in Newark regarding EA withdrawal.</p> <p>The Chair updated that he had wondered if it was only a Somerset issue, so he called a national meeting of ADA branch Chairs. They met in Newark and took the SWADA resolution nationally with a unanimous agreement to back the resolution and send it to the Minister. Other districts have faced similar issues, with Witham Boards taking money from reserves to reinforce river banks. Jane Froggat from Witham presented our case to the Minister and felt they had listened and were concerned.</p> <p>Sarah Dyke will also put in a request to meet with the Minister in Somerset.</p> <p>ADA Chairs proposed the formation of a Task &amp; Finish group to look at precepting, de-maining and ways of raising money to carry out main river maintenance, and then approach Defra with a proposal. They also considered appealing the precept. Boards may also need to raise rates.</p> <p>T&amp;F group to consist of Branch Chairs along with someone from Defra and someone from the EA. He noted that winter is approaching and there is not enough time.</p> <p>IDS added that the Efra committee met last Thursday where Sarah Dyke asked Philip Duffy and Alan Lovell who told her there is no more money and they felt they are already investing in capital in Somerset, but there may be a case to raise money locally. He is encouraged by other boards talk of ‘recycling the precept’.</p> <p>RH thanked the Chair/IDS for their efforts and asked about the likelihood of the precept being brought back in house to complete works.</p> <p>The Chair noted his disappointment that ADA have not progressed this on our behalf.</p> <p>Will Barnard (WB) asked what the EA precept is spent on.</p> <p>IDS explained there has been no schedule for many years, however this year we have had a schedule confirming it is spent locally on 3 members</p>	

	<p>of staff, the operation of irrigation pumping stations, silt and sediment sampling, and operational activity. No weedcutting or channel maintenance is specifically identified. He felt the IDB would be able to use the money more efficiently. We need to prepare an alternative budget for the year to include picking up some of this work.</p> <p>AB is concerned that the minister is not aware of the potentially catastrophic effect of not doing the work. A letter sent from Ashley Fox's office to Emma Hardy received an AI response.</p> <p>DG noted that last year the EA requested SRA funding but have not requested any this year.</p> <p>IDS confirmed the EA were awarded £500k this year to deliver works, but the work done has reduced by half as their costs have increased. There is an SRA technical group meeting tomorrow. The EA have no resources this year to bid for the money to do work next year. The IDB's need to seek additional funding from the SRA. MW/IDS have done an approximate calculation of £1 million to pick up the shortfall. We would need to grow capacity to be able to do this, and prioritise efforts.</p> <p>The Chair is concerned about de-maining and the associated costs. It would need to be a gradual process as many rivers would now fall into the need for capital investment rather than just maintenance.</p> <p>Julian Taylor (JT) talked about the EA's treatment of landowners making them responsible for drains. The Construction deeds for Northmoor Drain have been lost by EA, and he has asked for proof of his responsibility. An artificial waterway needs a coordinated approach to maintenance to be able to pump water out. He asked if other districts have had similar letters as riparian owners. The Chair confirmed they have.</p> <p>IDS continued that most other items in his report are covered under Ops and Engineering reports. Amalgamation has been sidetracked by other items, but he will pick up again.</p> <p>The Chair felt this needs doing, but officer efforts need to be put into the EA issue at this time.</p> <p>IDS noted the efficiencies in time amalgamation would give.</p>	
Risk register	IDS updated as per his paper, and noted some concerns from members over the withholding of drainage rates.	
10. Finance Report	<p>Maggie Hammond (MH) confirmed that all Bank Statements are reconciled up to 30 September. SK has checked and countersigned these</p> <p>Parrett Finance Report: the Finance &amp; Works Committee have scrutinised and recommend to approve.</p> <p>AGAR disagreed with our return on risk and policies, which is their opinion and has no impact on figures.</p> <p>The outstanding drainage rate position stands at £18k compared to £13k this time last year so is becoming a concern. Some of this is due to EA maintenance withdrawal. From last year there remain only 4 debts outstanding, so taking people to court works.</p> <p>RH queried the cost of taking people to court. MH confirmed we add the £126 court costs onto their outstanding amount. They also need to pay the bailiff costs.</p> <p><b>The Parrett IDB approves the level for taking Drainage Rate debtors to court to be £50.</b>  <b>Proposed: Anthony Betty</b></p>	

	<p><b>Seconded: Stuart Kingham</b> <b>All in favour</b></p> <p><b>The Parrett IDB approves that the Governance Officer, Responsible Finance Officer and Clerk be given authority to instigate proceedings for the recovery of arrears of drainage rates and that the Chairman sign and seal a certificate to confirm this - following the Finance &amp; Works recommendation.</b></p> <p><b>Proposed: Gwil Wren</b> <b>Seconded: Mike Caswell</b> <b>All in favour</b></p> <p>MH provided an update on investments and noted that the interest earned is better than was budgeted for.</p> <p><b>Appointment of Internal Auditors:</b> MH explained that 4 quotes were requested and 2 received back. Each have provided costs which MH explained.</p> <p><b>The Parrett Board recommends appointing company 2, current auditors TIAA for 3 years.</b></p> <p><b>Proposed: Mike Caswell</b> <b>Seconded: Colin Passmore</b> <b>All in favour</b></p> <p>MH then explained a current situation where we are looking at the drainage rate for an individual has found rate demands for her mother who is in a nursing home. Officer investigation shows this account should be in special levy. The account is up to date, however he has asked us to refund rates paid which should have been in special levy. Any refund in excess of £20 requires CEO sign off. The land changed use in 2005.</p> <p><b>The Parrett Board agreed to write off £328.67 of drainage rates</b></p> <p><b>Proposed: David Vigar</b> <b>Seconded: Mike Caswell</b> <b>In favour 7</b> <b>Against 2</b> <b>Abstained 6</b> <b>Motion carried</b></p> <p>GW suggested that the Board have sight of how often this happens if we are looking to set a de minimis amount. The Chair is more concerned about the period of time and would like these to come to the board. No recommendation for a de minimis is needed, as the Board would rather look on a case by case basis</p>	<p><b>RESOLUTION 11</b></p> <p><b>RESOLUTION 12</b></p> <p><b>RESOLUTION 13</b></p> <p><b>RESOLUTION 14</b></p>
<p>5 Operations, Engineering and Environment Report</p>	<p style="text-align: right;">James Winslade and Mike Caswell left at 15.57</p> <p><b>OPERATIONS:</b> Matt Wall updated as per his report and explained we are slightly behind on maintenance in some areas. Apps are being used to record works and collect information to monitor contractors which is much more efficient. Photos are collated in real time.</p> <p>Following updates to procurement regulations we need to consider how we re-tender. He is proposing to not go out to tender, but to roll existing contracts over for 2 years (including Dunster).</p>	

	<p>CP noted there is no appetite in the Council to fund works their work in Dunster.</p> <p>IDS advised that Morrisons works in Dunster not done previously by Morrisons are problematic every year and it is now very overgrown. We are trying to meet with Morrisons, but they are not engaging.</p> <p>Council work in Dunster is also problematic as it doesn't get done</p> <p>Alan Bradford (ABr) noted there is no land drainage representation in the meeting. Councils are pulling back from responsibilities so it will fall to parishes.</p> <p>GW chairs the development scrutiny committee and offered (with briefing) to chase the matter there.</p> <p>DV asked if the Council do this under a statutory principle.</p> <p>JT wondered if it were the responsibility of the LLFA who should be coordinating efforts and engaging. He suggested we contact Mike Rigby. Matt Wall and Rob King to meet with council and reiterate the importance of the watercourse maintenance.</p> <p>JT felt it is a political decision and SC need to instruct officers to maintain channels.</p> <p>CP is concerned attenuation ponds are not being maintained. He feels it could be an IDB matter which we recharge to the Council as we used to do</p> <p>IDS feels we need to meet with and brief the Council in the first instance. MW, Gwil and Colin to meet and progress.</p> <p><b>That existing Bridgwater &amp; Pawlett, Chedzoy, Dunster, Northmoor, OMW, Stockland and WSM maintenance contracts be extended for 2 years.</b>  <b>Proposed: Stuart Kingham</b>  <b>Seconded: Anthony Betty</b>  <b>All in favour</b></p> <p>MW gave an update on working from the highway. There will be an additional cost and time in operating more safely from the highway. CP asked if we have had an increase. MW confirmed we await highways confirmation that they are happy with our approach.</p> <p style="text-align: right;">Gwil left at 16.21</p> <p><b>Resolutions Required:</b></p> <p><b>a)</b> Steart Common Rhyne, extend rhyne 35m from existing viewed rhyne to IDB operated outfall structure.</p> <p><b>b)</b> Parkwall South &amp; Parkwall to River Lane Rhynes, recommendation to reclassify sections of rhynes (1823m) as unmaintained Viewed Rhynes.</p> <p><b>c)</b> Dunball Dove Rhyne, 235m section of viewed rhyne reclassified to be maintained by site management company, D J Foley.</p> <p><b>d)</b> Remove 236m of Cobdens Rhyne from the contracted works and reclassified to be maintained by the site management company, Coat Grove development (riparian owner).</p> <p><b>e)</b> Black Ditch, Stretcholt: Remove 844m section of rhyne from the contracted works and reclassify as unmaintained Viewed rhyne.</p> <p><b>f)</b> Sheppards Drove Rhyne, Earlake Remove 89m section of rhyne from the contracted works and reclassify as unmaintained Viewed rhyne.</p> <p><b>g)</b> Lot 4 to New House Farm, Saltmoor Remove 98m section of rhyne from the contracted works and reclassify as unmaintained Viewed rhyne.</p>	<p><b>ACTION</b>  <b>P20251104-05</b></p> <p><b>RESOLUTION</b>  <b>15</b></p>
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	<p><b>h) Hyde Lane/Creech St Michael Rhyne Remove 187m section of rhyne is removed from the contracted works and reclassify as unmaintained Viewed rhyne.</b>  <b>Proposed: Stuart Kingham</b>  <b>Seconded: Anthony Betty</b>  <b>All in favour</b></p> <p>A Betty asked how we ensure building company ensure paid for in the future. What if they refuse.  MW example of Cobdens rhyne, VM advised we would object if any houses within 9m. we can enforce under the act.  Donna asked if GS LR could be brought forward.</p> <p>Rob King updated as per his report.  American crayfish are causing damage to the undersides of some structures.  Regular structure surveys are now taking place with 781 completed.  The Penning meeting will take place at the beginning of December, Rob will circulate dates.</p> <p><b>ENGINEERING</b>  Caroline Murray (CM) updated on projects, with 12 projects completed and 10 in progress for completion by end March.  SRA programme: last years all complete including KSD outfalls and Chedzoy tilting weir. With regards KSD banks: we appointed a contractor in June who completed the bank raising work at the end of September.  CP asked being unable to use the spoil on the KSD banks raising and if it added to the costs. CM confirmed that it did.  Will Barnard (WB) asked if we can compare value for money against EA works. Officers confirmed that EA costs were almost double.</p> <p>CM then gave Engineering programme updates which included projects that had been funded through Phil's peat Defra grants, with no cost to the Board.</p> <p><b>To approve the reallocation of £6,000 of the budget not used for Aller Second Rhyne (now funded through Defra PEAT Project) to fund work on the Etsome Inlet Structure .</b>  <b>Proposed: Colin Passmore</b>  <b>Seconded David Vigar</b>  <b>All in favour.</b></p> <p><b>ENVIRONMENT</b>  Phil Brewin (PB) gave his update noting the help he received from Operations to install new telemetry (which was funded by Defra).  The LNRS consultation ends Friday (extended deadline). We have commented.  Greater Sedgemoor LR Project is in the exploratory stage. They will bid for implementation under a 20 year funding package from Defra.  The IDB have been asked for their involvement/input. Phil explained some of their proposals. There is some crossover with board responsibilities/interests. The project team have asked how we wish to be involved.</p> <p>DV noted that under infrastructure improvements Henley Door (EA) needs to be considered, although it will need to be looked at regardless.</p>	<p><b>RESOLUTION 16</b></p> <p><b>RESOLUTION 17</b></p>
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JP noted that landowners had raised this project as a way to offset low priority of pumping in West Sedgemoor by gravity draining under the River Parrett to Allermoor Costs of pumping are increasing and carbon footprint are a concern for EA so could gain favour  
 The Chair feels success lies in getting water in/out and there is more willingness to listen/allocate funds if it is shown to have environmental improvements rather than agricultural.

WB expressed concern about any funds will be allocated following the Government Budget.  
 DG confirmed that those projects not approved so far have not been down to costs, rather, not meeting the full objectives.

IDS noted the wording of any proposal is the most important part. The IDB are willing to support projects as long as flood risk to others is not increased and funding is in place.  
 The Chair reiterated that there must be no disadvantage to anyone outside the scheme, or to any ratepayers. Members agreed.  
 RH noted that she understands that this is just the development stage, and the IDB should be seen to support it.  
 DG feels it is better to be part of the influencing process.

**RESOLUTION:**

**‘Assuming adequately funding by Defra, and all necessary consent and permits are in place, and that nobody outside of the scheme is adversely affected, the IDB would like to:**

- 1. Assist in the delivery of the water management activities proposed in the Greater Sedgemoor Landscape Recovery Land Management Plan (outlined on the previous page).**
- 2. Have a role on the governing body of the new Single Legal Entity (Greater Sedgemoor Ltd) to help oversee the delivery of land and water management to support Landscape Recovery outcomes.**
- 3. Support an enhanced water management service that delivers Landscape Recovery outcomes, via an IDB employee role or roles, funded by Defra.**

**Proposed: John Perrin  
 Seconded: Rebecca Horsington  
 All in favour**

**DEVELOPMENT CONTROL**

Virginie Martin (VM) outlined the scenario at Brickyard Rhyne Stretcholt where we asked for a fence to be removed last year. We have been unable to maintain this year. We have asked the landowner to reinstate the ground.

The landowner feels it is a health and safety fence and would like to be responsible for maintaining. It would remain a viewed rhyne.

RH asked how we ensure he does it.

Officers noted it will be difficult. It is a critical watercourse.

WB confirmed it evacuates water for 20 properties.

Maintenance can only be done from this side. He has failed to level the ground despite us asking a few times.

MW explained the contractor Andy Tucker did not want to maintain due to the rough ground and the fence in place. We have a similar case in the Axe Brue, so need to be consistent.

**RESOLUTION  
 18**

	<p><b>The Parrett Board agreed to go to enforcement, asking the landowner to remove the fence and reinstate ground</b>  <b>Proposed: Anthony Betty</b>  <b>Seconded: Rebecca Horsington</b>  <b>All in favour</b></p> <p>VM noted there may be an additional cost</p> <p>CP asked about Steart proposals by Bristol Ports.  VM updated that we have received the scoping document and are preparing our comments. Nothing further has been received on planning front.</p> <p>JT thanked VM following some helpful advice she had given.  The Chair suggested a Port of Bristol update at the SWADA meeting.  CP feels their timescales are unrealistic.  IDS explained the next stage is a flood risk assessment. We have been asked to comment.  CP feels Stolford is at risk as the EA structures are non-functioning.  Members agreed that we must remain involved and ensure the Boards interests are promoted</p>	<p><b>RESOLUTION 19</b></p>
<p>6 Any Other Business.</p>	<p>New members to receive these minutes. Colin/Tony to provide contact details.</p>	
<p>7 Date of Next Meeting.</p>	<p>Dates of Next Meetings:</p> <ul style="list-style-type: none"> <li>• Full Board Meeting Tues 27 January at 10.30</li> <li>• Finance &amp; Works Tues 13 January 2026 at 10.30</li> <li>• Consortium Office Charity Day: Thurs 6 November 2025, in aid of The Royal British Legion. All welcome</li> </ul> <p>The Chair thanked members for their support  Meeting ended at 17.17</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR..... DATE .....

**PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
<b>P/20251104-01</b>	Check SRA constitution re membership	IDS
<b>P/20251104-02</b>	Circulate register of interest forms	KC
<b>P/20251104-03</b>	Write to non attenders	KC
<b>P/20251104-04</b>	Contact Electoral Services re replacement appointed member	KC
<b>P/20251104-05</b>	Meet with Council to reiterate the importance of the watercourse at Morrisons and other locations in Minehead	MW/RK